

**TENDER DOCUMENT FOR SUPPLY OF DRUGS, MEDICAL
CONSUMABLES AND OTHER REQUIREMENTS FOR THE YEAR
2020-21**

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

Bid Reference No CS/. 291/dt. 28.01.2020 / CDM&PHO/C.S/Angul 2020-21

DATE OF COMMENCEMENT OF THE BID DOCUMENT: .29/01/2020

LAST DATE & TIME OF RECEIPT OF BID DOCUMENT : 26 /02/2020 up to 5:00 PM

DATE & TIME OF OPENING OF COVER-A (Technical Bid) : 28 /02/2020 at 04:00 PM

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

PLACE OF OPENING OF BID DOCUMENTS: Office Chamber, CDM &PHO, ANGUL

ADDRESS FOR COMMUNICATION : O/o **Chief District Medical & Public Health Officer, Angul-759122**

Tel →: **9937736676**/9439994973 →e-mail: **cdmo.angul@gmail.com**

TERMS & CONDITIONS

1. Sealed tenders will be received by the CDM & PHO, Angul in the O/o The Chief District Medical & Public Health Officer, Angul for the purchase of Drugs, Medical Consumables and Other Requirements by **Date 26/02 /2020** up to **5:00 PM through Regd. Post / Speed Post/Courier only**. Any tender received after the due date & time will be rejected / returned back the sealed tender to the tenderer. The bidder(s) are to submit their tenders in separate sealed covered envelopes by **Super scribing Cover “A” (Technical Bid) and Cover “B” (Price Bid) and both the sealed covers should be put into a third outer Cover super scribed as “TENDER FOR THE SUPPLY OF DRUGS, MEDICAL CONSUMABLES, OTHER REQUIREMENTS FOR THE YEAR 2020-2021” and TENDER NO WITH DATE OF CDM&PHO, ANGUL.**
2. The Sealed tenders “Cover A” (Technical Bid) submitted by the bidders will be opened by the C.D.M.& P.H.O., Angul in the office chamber of the C.D.M.&P.H.O, Angul **at 04.00 P.M on dated 28 /0 /2019** . The bidders or their duly authorized representatives are allowed to be present during opening of the tenders, if they so like.
3.
 - (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 to submit valid ISO, drug license and GMP/BIS Certificate whichever is applicable. Authorized Distributer/Supplier also has to submit the valid drug license in the name of the firm along with valid ISO, drug license and GMP/BIS Certificate whichever is applicable of the manufacturer of the quoted products in the price bid.
 - (iii) Proof of annual turnover of the Manufacturer/Authorized Distributer/Supplier **of Rs.3 Crore or more** in each three (3) financial years i.e., **2016-17, 2017-18, and 2018-19.**
 - (iv) Bidder must be registered under GST Act.
 - (v) Bidder/Manufacturer/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 process.
 - (vi) End user certificate from **Three (03)** different districts consequently supported by 2 (two) work order copies of each year for last 3 years.

- (vii) Cover –B (Price Bid) will be opened only of the bidders, those who will qualify in Technical Bid (cover-A).
- (viii) The price of the items should be quoted inclusive FOR destination (***door delivery basis***). The GST 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 **Indian Rupees only. In case of difference in words and figures, words will be taken into consideration.**
- (ix) An amount of Rs.3,000/- (Rupees Three Thousand only) towards Tender Document & Processing Fee is to be deposited in shape of Demand Draft in favour of CDMO, CENTRAL WAREHOUSE-02, ANGUL from any nationalised bank payable at Angul which is Non-Refundable.
- (x) An amount of Rs 75,000/- (Rupees Seventy five Thousand) only towards EMD money is to be deposited in shape of Demand Draft in favour of CDMO, CENTRAL WAREHOUSE-02, ANGUL from any nationalised bank payable at Angul which is kept as security for the selected lowest bidders and will be return back after completions of the Tender validity period.
- (xi) All the documents should be typewritten or computerized and any correction in the tender should be invariably self attested by the tenderer with date before submission, failing which the tender will be ineligible for further consideration.
- (xii) 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 next working day at the appointed place & time.
- (xiii) To ensure sustain 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 supply at L₁ rate.
- (xiv) 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 bidders in the tender forms shall not be considered after opening of tender paper.
- (xv) 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., Angul, immediately about such reduction in the contracted price. The C.D.M &PH.O., Angul , Odisha 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.
- (xvi) Approved rate with terms, conditions & the quoted price of the tender shall remain valid for a period of 12 months from the date of approval of the Comparative Statement.

- (xvii) 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.
- (xviii) Both Cover-A and Cover-B should have an **index and page number** of all the documents submitted inside that cover.
- (xix) In the event of any dispute arising out of the tender, such disputes would be subject to the jurisdiction of the Civil Court Dist. Angul or High Court of Odisha,
- (xx) The C.D.M & PHO., Angul 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.
- (xxi) The C.D.M. & PHO., Angul Orissa will have the 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.
- (xxii) 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., Angul such orders will stand cancelled automatically without further notice. The approved firm shall also suffer forfeiture of the EMD.
- (xxiii) If the approved supplier fails to execute the supply within the stipulated time, the C.D.M. &PHO., Angul is empowered to purchase the same items from L2 or L3 tenderer at L1 rate.
- (xxiv) All the documents submitted by the bidders in Cover –A & cover-B should be self attested with their seal.

LIQUIDATED DAMAGE

1. The C.D.M &PHO, Angul may allow extension for a maximum period of 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.
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., Angul, no further purchase order will be placed to the firm for the said items .

CONDITIONS FOR PAYMENT

1. No advance payments towards items will be made to the qualified Bidders.
2. No claims shall be made against the C.D.M & P.H.O, Angul Dist- Angul, and Odisha in respect of interest on earnest money deposit or any delayed payment.

3. Payments will be made in shape of Demand Draft/e-payment/ on-line transfer and may be handed over to the authorized person of the supplier.

Documents is to be submitted in technical bid (cover-A)

1. Checklist with detail of the documents enclosed in **Cover "A"** with page number. The document should be *serially arranged* as per **Annexure-1** should be securely tied and bound.
2. Tender document & processing fee of Rs 3, 000/- in shape of Demand Draft.
3. Earnest Money Deposit of Rs75, 000/- in shape of Demand Draft.
4. Details name, address, telephone no., Fax, e-mail of the manufacturer / authorized distributor/supplier. (**Annexure - II**).
5. The declaration form in **Annexure - III** duly signed by the tenderer before Notary Public / Executive Magistrate.
6. Original in signed Manufacturer's Authorization Format.(**Annexure- IV**)
7. Certificate duly filled by the Auditor / Chartered Accountant (as per **Annexure -V**) 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.
8. End user certificate of Three different districts consequently supported by 2 (Two) Purchase 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 e-mail at the time of opening of bid, if found any false document his EMD money will be forfeited and bid will be cancelled without giving any reasons their of. The copy of Purchase orders and certificate from the users should be furnished in support of the information provided in the performance statement.(**Annexure - VI**)
9. Copy of ISO & GMP/BIS of manufacturer whichever is applicable.
10. Copy of Valid Manufacturing License of the manufacturer for each quoted product by the drug licensing authority.
11. Copy of GST Regd. Certificate copy.
12. Copy of valid Drug License.
13. Copy of valid PAN card.
14. Copy of Income Tax Return for last three assessment years. (2017-18, 2018-19 & 2019-20).
15. Copy of Audit reports of last three financial years. (2017-18, 2018-19 & 2019-20) The Original Tender Book with Conditions and the schedules should signed by the tenderer at the bottom of each page with his official seal duly affixed.

(To be submitted in Cover A - Technical Bid)

ANNEXURE -I

CHECK LIST

Note: The documents have to be arranged serially as per the order mentioned in the check list. Please put the Page No. & ✓ in the respective box for DOCUMENTS SUBMITTED OR NOT

1. Tender document Fee	Page No		Yes		No	
2. Earnest Money Deposit	Page No		Yes		No	
3. Details of Manufacturing Unit/ Contact person/Liasoning agent (Annexure III)	Page No		Yes		No	
4. Declaration form (Annexure -IV) signed by the Tenderer & affidavit before Notary Public / Executive Magistrate	Page No		Yes		No	
5. Original signed Manufacturer's Authorization	Page No		Yes		No	
6. Proof of Annual turnover of Rs.3 Crore or more in each preceding 3 financial years (Annexure - VI)	Page No		Yes		No	
7. Performance Statement (Item Wise) during the preceding 3 financial years. (Annexure -VII)	Page No		Yes		No	
8. Copy of valid ISO & GMP Certificate in case of Manufacturer Authorized Distributer/ Supplier, whichever is applicable	Page No		Yes		No	

9. Copy of valid ISO & BIS Certificate in case of

Manufacturer Authorized Distributer/
Supplier, whichever is applicable

Page		Yes		No	
No					

10. Copy of Manufacturing License

Page		Yes		No	
No					

11. Copy of GST Regd. Certificate

Page		Yes		No	
No					

12. Photocopy of PAN

Page		Yes		No	
No					

13. Photo copy of Valid Drug license of Manufacturer/
Authorized Distributer/Supplier

Page		Yes		No	
No					

14. Copy of Income tax return of last 3
Assessment Years (2016-17 to 2018-19)

Page		Yes		No	
No					

15. Copy of audit reports of last three financial
years (2015-6 to 2017-18)

Page		Yes		No	
No					

16. Copy of Income tax return of last 3
Assessment Years (2016-17 to 2018-19)

Page		Yes		No	
No.					

17. Copy of original Tender papers duly
signed by the tenderer

Page		Yes		No	
No.					

(To be submitted in Cover A - Technical Bid)

ANNEXURE – II

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		
Landline Telephone Nos.		
Mobile		
Fax		
E – Mail		

Signature of the Tenderer:

Date:

Official Seal:

(To be submitted in Cover A - Technical Bid)

ANNEXURE – III
DECLARATION FORM

I / Wehaving My / our.....
.....office at..... do hereby 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
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.
(To be submitted in Cover A - Technical Bid)

ANNEXURE – IV
MANUFACTURER’S AUTHORISATION FORMAT

To

The CDM&PHO, Angul,
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. 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 M/s _____ (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,

Seal

(Signature with date, name and designation)

For and on behalf of M/s _____ (Name & address of the
manufacturers)

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 with the technical bid.
3. Supplier/Distributor/Manufacturer must submit in sign original manufacturing authorization.

(To be submitted in Cover A - Technical Bid)

ANNEXURE – V
(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: _____ Signature of Auditor/
Place: _____ Chartered Accountant
(Name in Capital)
Seal _____ Membership No.- _____

Registration No. of Firm:

Note:

To be issued in the letter head of the Auditor.

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 VI

PROFORMA FOR PERFORMANCE STATEMENT

(For the period of last three years)

Tender Reference No. :

Name of Tenderer: :

Name of Manufacturer/Supplier/Distributor :

Sl. No	Order placed by (Address of purchaser) (attach documentary proof)*	Order no. & Date	Item Name	Manufacturer	Qty	Value of Contract (Rs.)
1						
2						
3						
....						

Signature and seal of the Tenderer

(To be submitted in Cover B - Financial Bid)

ANNEXURE-VII

(Statement of Drug list separately Enclosed & to be filled in that format only)

(PRICE SCHEDULE)

SI No	Name of the Items	Specification/ Strength	Name of the Mfd. firm	Rate	GST + OT	Total Price
1						
2						
...						

Seal:

Signature of the bidder

Date :

Place:

Name of Manufacturer/Supplier/Distributor

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.

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 e-mail for confirmation during the opening of technical bid.