

**OFFICE OF THE JOINT DIRECTOR CUM SUPERINTENDENT
GANDHI MEMORIAL HOSPITAL, REWA M.P.**

No. Hosp / Pur. Sec / Tender / 2014

Rewa , Dated 2014

Tender will be sold up to 18-11-2014 at 3.00 PM
Tender to be submitted up to 28-11-2014 at 3.00 PM
Tenders will be opened on 29-11-2014 at 12.30 PM

TERMS & CONDITIONS

For tenders invited for financial year 2014 – 2015 for supply of medicine and other groups of items categories below.

S.N.	ITEMS GROUP / CATEGORY	SECURITY DEPOSIT	TENDER FORM COST
1.	Medicines (All Kinds), Disposable Items, Surgical Material, Suture Material X-Ray Films, Pathology Items, Minor Instruments etc.	1,00,000/-	5,000/-

- 1) Only those material & medicines to be purchased which are not included or not available in approved list of CPC, Mahatma Gandhi Medical College, Indore, established by Department of Medical Education & approved list of Medical Corporation M.P.
- 2) These tenders are for the financial year 2014 – 2015 effective up to the approval of next tender.
- 3) Tenderer should be either manufacturer of products or authorized distributor of manufacturer Company.
- 4) Tender received after scheduled of date & time will be rejected.
- 5) Tender form will be taken on payment of Demand Draft of Rs.5000/- (Rs.Five Thousand Only) in favour of Joint Director cum Supdt., GMH, Rewa
- 6) The details of envelopes are as follows:-
Envelop "A" for Earnest Money
Envelop "B" for Technical Bid
Envelop "C" for Price Bid (Hard copy & Soft copy)

Note : Envelope B ; Technical Bid should contains documents as per check list enclosed. If there is missing of any required document according to check list, the tender will be automatically cancelled.

All three envelopes A, B and C should be separately sealed and all the three sealed envelopes shall be kept in an outer envelop and this should reach the office of the Joint Director cum Supdt, GMH Rewa on or before 28-11-2014 before 3:00 P.M. Tenders will be opened in the conference hall SSMC Rewa at 12.30 P.M. on 29/11/2014 in the presence of the present tenderers or their representatives.

- 6) A - The rate should be quoted in the list of item accompanying the tender Form maintaining same serial number as per our list, failing this tenders may be rejected.
B - The rate will also have to be quoted in soft copy in Excel Format in a C.D. Specifically Supplied along with the tender documents. Both the hard and soft copies will be kept in the envelope C.

- 7) Rates to be quoted inclusive of Excise Duty, Transportation, Insurance and any incidental charges/ Tax on F.O.R. Destination basis (Joint Director Cum Superintendent GMH, Rewa) Should be quoted for each of the items. VAT charge extra as per Govt. rules. No other charge will be paid separately besides quoted rates. There should be no overwriting in the Rates quoted. The rate quoted in price column should be for the unit and specification given. The tenderer is strictly prohibited to change / alter specification or unit size quoted. Keep original price (hard and soft copy) in cover “C”. Each page must have signature and rubber stamp of the tenderer.
- 8) Tenderers are required to submit security deposit as given in form of fixed deposit receipt of any bank recognized by RBI payables at Rewa, in the name of the Joint Director Cum Superintendent GMH, Rewa Failing which the tender will be rejected. Those who are exempted from Depositing security are required to submit a certificate from the competent authority. No. interest will be paid on the security deposited.
- 9) Tenderer must agree to abide by all the terms and conditions of the tender, Any default or breach of contract or supply of goods not conforming to the standards shall render the tender to be rejected / cancelled and forfeiture of Earnest money, the tenderer must sign with rubber stamp on every page of the tender, all page must be numbered.
- 10) Tenderers should furnish valid relevant drug license for manufacturing/stocking, selling and distribution (whichever appropriate) of the product quoted duly approved by the licensing authority for each schedule of product quoted as per specification in the tender. In case the validity of license expires or is Cancelled during the tender period due to any reason .No further Supply order will be placed after that date.
- 11) The tenderer will be required to submit a Declaration that he has not quoted lower rate than that of quoted in this tender in any institution or organization in M.P (Annexure II)
- 12) Notarized undertaking to the effect that no dues of arrears of central or state taxes are outstanding against the manufacturing company will have to be submitted along with tender form (Annexure III)
- 13) Tenders of firm / manufactures will be rejected if the same is black listed by any competent authority or is involved in any criminal proceeding pertaining to manufacture, supply or due to any dispute pending before any court or legal forum. A undertaking of negativity of the above shall have to be provided by the tenderers (Annexure IV)
- 14) Drugs and other items supplied must confirm to the specification mentioned in the price list and standards laid down under drug and cosmetic acts and rules. Certificate like W.H.O. GMP/ISO/ISI/DGQA etc for good quality production and management obtained should be attached along with brief resume of the company.
- 15) M.P.S.S.I. unit & Govt. of India undertaking need to attached certificate pertaining to that effect from competent authority.
- 16) **Amendment of Bidding Documents** – At any time prior to the deadline for submission of bids, the Joint Director Cum Superintendent may for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder modify the bidding documents by amendment . All prospective bidders who have received the bidding documents will be notified of the amendment in writing, which will be binding on them. In order to allow prospective bidders reasonable time within which to take the amendment into account in preparing their bids, the Purchaser at its discretion may extend the deadline for the submission of bids. **Conditional Bids Will Not Be Accepted.**
- 17) **Modifications and Withdrawal of Bids** – The Bidder may modify or withdraw its bid after the bid’s submission, provided that written notice of the modification or withdrawal is received by the Joint Director cum superintendent prior to the deadline prescribed for submission of bids. The Bidder’s modification or withdrawal notice shall be prepared. marked and dispatched in a sealed envelop. A withdrawal notice may also be sent by Email or fax but followed by a signed confirmation copy. Post marked not later than the deadline for submission of bids. No. bid may be modified subsequent to the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity specified by the bidder on the bid form. Withdrawal of a bid during this interval may result in the bidder’s forfeiture of its EMD.

- 18) **Clarification of Bids-** During evaluation of the bids. The purchaser may at its discretion ask the bidder for clarification of its bid. The request for clarification and the response shall be in writing and no changes in price or substance of the bid shall be sought, Offered or permitted.
No Bidder shall contact the Joint Director cum superintendent on any matter relating to its bid from the time of the opening of tender to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Joint Director Cum Superintendent it should be done in writing. Any effort by a Bidder to influence the Joint Director cum superintendent in its decisions on bid evaluation, bid comparison or contract award decisions may result in rejection of the Bidder's bid.
- 19) (A) All purchases will be made by the competent authority as per store purchase rules of the State Govt and their order issued from time to time. Any orders issued by higher authority will be followed. Recommendation of the purchase committee of the hospital will be followed.
(B) Invitation of tender does not mean any commitment to make purchases of all or any item, listed in the tender. Material will be purchased after permission from Madhya Pradesh Govt. and when material is not supplied by Madhya Pradesh Laghu Udyog Nigam /under drug policy of M.P.Govt.
- 20) Government policy to encourage Scheduled castes and Scheduled tribes entrepreneurs will be followed as per rules of the state Govt. Tenderer must attach relevant document in support of the same along with registration of the firm with District Vyapar Udyog Kendra or any such state authorized body.
- 21) Supplies of medicines and other items will have to be F.O.R. GMH Store. No extra charges will be paid for local freight etc. In case of any breakage, theft or any loss to the goods during transit the responsibility of the loss will be of supplying firm. Financial loss if any will be recovered accordingly.
- 22) All supplies will have to be made within 45 days from the date of supply order. In case the firm fails to comply with the order, the order will stand cancelled. The Joint Direct Cum Superintendent will be empowered to make purchases from the next firm other firm or local market. The difference in the rates will be recovered from E.M.D. or bills of the first approved firm.
- 23) All supplies should be made by approved firms only. Material supplied by brother / sister/related Concerns will not be accepted.
- 24) It is necessary to submit test report of the drugs being supplied according to their batch number and date of manufacture.
- 25) All products must indicate the date of manufacturing and expiry, All products must arrive at the GMH, Rewa with a remaining self life of at least 80% of the total stipulated self life of the product failing which consignees will have right of rejection within 30 days of supply.
- 26) Any claim for hike in prices of the commodities covered in the tender will not be allowed during the tender period.
- 27) Payment will be made by bank draft/ banker cheque/E-Payment. Bank commission thereof will be deducted from the amount of the bill. No. advance payment will be made. VAT will be deducted at source.
- 28) The Joint Direct Cum Superintendent GMH, Rewa reserves the right to accept or reject any or all tenders without assigning any reason thereof in public interest. The tendering authority also reserves the right to make any addition or alteration in the terms and condition of the contract.

- 29) For any legal recourse the judicial jurisdiction will courts in Rewa. The contract shall be Governed by the laws of India.
- 30) Notarized Affidavit on Rs.100/- Stamp Paper will be given by all the tenderer that all the term & conditions given in tender for the F.Y. 2014-15 of GMH, Rewa tender, will be accepted.
- 31) Quality Testing Requirements.
- a) The Drugs & Medicines including its packing (packaging) to be supplied, shall be of the best quality and WHO-GMP certified and shall comply with the specification given in the tender documents.
 - b) All drug & Medicine should supplied with its batch wise quality certificate, complying all the applicable tests as per relevant pharmacopeia, issued from any third party NABL accredited test laboratory.
 - c) If any of the drug, supplied by the tenderer , found to be “NOT OF THE STANDARD QUALITY” after the delivery but before the expiry of the drugs the tenderer should supply the whole batch quantity again irrespective of consumption of that particular batch quantity. The balance stock, if any, should be taken back within 7 days by the supplier at his/her own cost otherwise the authority will destroy it and no claim in this regard shall be entertained.

Note: Technical bid will be opened on 29-11-2014 at 12:30 PM in presence of purchase committee and the tenderers or their authorized representatives. Price bid will be opened of only those tenderers who have qualified in technical bid. At the time of opening of price lists, information should be given to that tenderer separately.

Joint Director cum Suptd.
G.M.Hospital, Rewa (M.P)

Check List
(List of Document enclosed with Tender from)

S.No.	Documents	(Marked by Tenderer (√/x))	(By Purchase Committee (√/x))
1.	Detail of Earnest Money / FDR . No. Dated For Rs.100,000/- (Rs. One Lac)	<input type="checkbox"/>	<input type="checkbox"/>
2.	Forwarding Letter in Given format	<input type="checkbox"/>	<input type="checkbox"/>
3.	Seal & Signature in all terms & Conditions	<input type="checkbox"/>	<input type="checkbox"/>
4.	Affidavit by notary regarding Undertaking of no dues of Sales Tax & Income Tax	<input type="checkbox"/>	<input type="checkbox"/>
5.	Valid Drug License for Distributor	<input type="checkbox"/>	<input type="checkbox"/>
6.	Valid Manufacturing License for Manufacturer with product list.	<input type="checkbox"/>	<input type="checkbox"/>
7.	C.A. Certificate regarding Turn -over for last F. Y. (F.Y.2013-14) Turnover not less than Rs.75 Lac.	<input type="checkbox"/>	<input type="checkbox"/>
8.	Copy of all four qtr. Computerized E- Filled acknowledgment with copy of sales tax return for F.Y. 2013-14. or if manual filled then certified copy of all four qtr. Sales from sales tax department.	<input type="checkbox"/>	<input type="checkbox"/>
9.	Original Tender (Soft & Hard Copy Cover – C)	<input type="checkbox"/>	<input type="checkbox"/>
10.	Photocopy of TIN from sales Tax Departments	<input type="checkbox"/>	<input type="checkbox"/>
11.	Photocopy of PAN Card.	<input type="checkbox"/>	<input type="checkbox"/>
12.	Copy of ITR For the F.Y.2013-14 (A.Y: 2014-15)	<input type="checkbox"/>	<input type="checkbox"/>
13.	Original Authorization letter from Manufacturer for Authorized Distributor with certified copy of product list by manufacturer.	<input type="checkbox"/>	<input type="checkbox"/>
14.	Valid Sales Tax Clearance Certificate, for the F.Y. 2014-15	<input type="checkbox"/>	<input type="checkbox"/>
15.	Bank A/c Number & IFS Code in Letter head	<input type="checkbox"/>	<input type="checkbox"/>
16.	Affidavit for acceptance of all terms & conditions	<input type="checkbox"/>	<input type="checkbox"/>

Note : Put up Serial Number in all documents and attach as per schedule given above and check
List should be attached in front of all Documents.

Remark of Purchase Committee -
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Annexure – I
Specimen of forwarding letter

From,

.....
.....

To,

JT . Director Cum Superintendent
Gandhi Memorial Hospital, Rewa (M.P)

Sir,

I am submitting tender for the financial year 2014-2015 for purchase of good quality of all kinds of Medicines, Disposable & Surgical Items, X-Ray Film Contrast Media X-Ray Department article, Pathology Items, Minor Instruments, Suture Materials to the G.M. Hospital, Rewa. As invited wide letter No..... Date2014 and published innews paper. I accept all the terms and condition given in tender, I have not added any terms & condition.

Signature of Tenderer

Enclosures

- | | |
|-----|-----|
| 1. | 2. |
| 3. | 4. |
| 5. | 6. |
| 7. | 8. |
| 9. | 10. |
| 11. | 12. |
| 13. | 14. |
| 15. | |

Declaration

1. I/We are citizen of India
2. I/We are competent to contract as per Indian Contract act
3. I / We are not debarred for supply of Medicines / Drops, Solution, Ointment & Others / IV Fluids / Disposable & Other Items / X-Ray Department Items/Suture Material /Pathological Items by any Institution/office of M.P. state.
4. I/We will be responsible for losses made for supply of poor quality of Medicines / Drops, Solution. Ointment & Other /I.V. Fluids / Disposable & Other Items/ X-Ray Department Items/Suture Material / Pathological Items.
5. I have not added any terms & condition other than given in this tender ,even if any Terms and condition are added than it should be treated as cancelled,
6. I/We have not quoted lower rate than that of quoted in this tender in any office Institution organization in the state of M.P.

Date :- / /2014
E-Mail Address:
Phone No :
Mobile No.:

Signature of Tender
Name :
Address :

Specimen of Declaration / Undertaking
(To be Submitted in the letter head)

DECLARATION

(Annexure - II)

We.....(Name of manufacturing agency/ Authorized Dealer) having its registered office at.....(full address) .declare that we have not quoted lower rates than that of quoted in this tender in any institution in Madhya Pradesh.

Signature
Rubber stamp

UNDERTAKING

(Annexure – III)

We.....(Name of manufacturing agency/ Authorized Dealer) having its registered office at.....(full address) undertake that we have submitted up to date return and had no dues of central and state taxes.

Signature
Rubber stamp

UNDERTAKING

(Annexure – IV)

We.....(Name of manufacturing agency/ Authorized Dealer) having its registered office at.....(full address) undertake that our firm has neither been black listed by any competent authority nor any criminal proceeding pertaining to manufacture .supply. Quality of manufacturing items or due to any dispute pending before any court or legal forum .we also undertake that we has not convicted for violation of provision of Drugs & Cosmetic Act, 1940 and rules there under.

Signature
Rubber stamp

(To be submitted in letter head)

Information of Manufacturing Agency

Registered Name

Address Factory

Office

Telephone Number

Factory

Office

Mobile Number

Fax

Email Address

Bank Name

Account Number

& IFSC

Drug License No.

TIN

PAN

CST Number

MPST/VAT

LST Number

Service Tax Number

Information of Authorized Dealer / Stockiest

Registered Name

Address

Telephone Number

Office

Fax

Cell

Email Address

Bank Account No.

Branch

IFS Code of Bank

Drug License No.

TIN

PAN

CST Number

MPST/VAT

LST Number

Service Tax Number