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**OFFICE OF THE SUPERINTENDENT FMMCH, BALASORE**

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Letter No : 1921/S/FMMCHB

Date : 12 / 15 / 2023

**OFFICE OF THE SUPERINTENDENT, FMMCH, BALASORE**

TENDER DOCUMENT FOR SUPPLY OF;

(A) MEDICINES, MEDICAL CONSUMABLES & BEDDING CLOTHING

FOR Fakir Mohan Medical College & Hospital, BALASORE, FOR A PERIOD OF ONE YEAR.

Bid Reference No:-Superintendent FMMCH /Balasore /01/ 2023-2024

DATE OF COMMENCEMENT OF BID DOCUMENT :- DT. 12-05-2023

LAST DATE & TIME OF RECEIPT OF BID DOCUMENT :- DT. 13 -06-2023/ 5 PM

DATE AND TIME OF OPENING OF COVER -A (TECHNICAL BID):- DT. 16 -06-2023/ 11 AM

DATE OF OPENING OF COVER -B (FINANCIAL BID) - DT. 16 -06-2023

ADDRESS FOR COMMUNICATION AND RECEIPT OF BID DOCUMENTS :-OFFICE OF THE  
SUPERINTENDENT ,FMMCH BALASORE, 756001,ODISHA, TEL NO.06782240153 E-mail :  
supdt.gmchb@gmail.com

PLACE OF OPENING OF BID DOCUMENTS :- O/O SUPERINTENDENT FMMCH BALASORE.

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12/5/23

Superintendent,  
FMMCH, Balasore

## GENERAL INFORMATION

1. Tenders should be submitted in separate sealed envelope by enclosing its technical bid in cover superscribed (A) & Financial bid in cover superscribed (B) .The envelope containing the tender document both envelopes A & B with required fees should be super scribed clearly as "Tender for Medicines, Medical consumables & Bedding clothing items for FMMCH ,Balasore " with tender No. and date ,Bidders name & mob no. ,FAX No. & email id. on the front of envelope. Sealed tenders address to the O/O Superintendent FMMCH, Balasore should reach by Date / 3 -06-2023(up to 5pm) through speed post/regd. Post/ couriers only. Tenders received after due date, time and in any other mode other than mentioned above will be rejected.
2. The sealed tenders submitted by the tenderers will be opened at the O/O SUPERINTENDENT FMMCH , Balasore on date / 6 -06-2023 at MCH BUILDING. The Bidder or their duly authorized representative only be allowed to be present during the opening of tender.
3. The details of items under this Bid with specification are enlisted and enclosed along with this BID document in Annexure-I ( Medicines & medical consumables), The bidder has to mention the list of Medicines & medical consumables in Annexure-A which he intends to supply from the above list.
4. Rate should be quoted in Indian Currency only, excluding GST figures against each items as the payment will be made in Indian currencies only. The tenderer shall not quote rate for any item other than the item specified in the list.
5. The Tax (GST) will be claimed as per the guidelines given by the Finance Dept. GOVT.OF.INDIA/ODISHA from time to time.
6. Each page of the bid document shall be **duly numbered, signed by the bidder. Bids without signature of bidder will be rejected.**
7. In case the brand of any item is specified by the bidder, then the purchase should be get the item as specified. No interchange will be entertained.
8. The tender documents should be clearly written /typed without any correction, interpolation and overwriting . Each page of the tender paper should have dated signature of the tenderer.
9. If any information or document furnished by the Bidder is found to be misleading /incorrect at any stage, their tender will not be accepted.
10. The quantum of procurement will be made on requirement basis.
11. The MSE / SSI Units of the State of Odisha will be given the preferences as per the Govt. guidelines in the tenders provided they produce the supporting documents .
12. The authority reserve the right to accept /reject all the bids or any part thereof without assigning any reason thereof.
13. The bidders have to submit declaration in the form of affidavit as per annexure- C.
14. **The L1 bidders who can not supply/ or have partial supply of the ordered quantities in due time, the deposited EMD Money should be forfeited. The same Agency/ Firm should will not be allowed to participate in FMMCH Tender for 3 years consecutively.**

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### A. TENDER PROCESSING FEE AND EMD

The tenderer should furnish the EMD of Rs. 50,000/- and Rs 2000/- towards processing of tender fee (non refundable) in shape of separate Bank draft in favor of SVS, FMMCH, BALASORE from any nationalized bank PAYBLE AT BALASORE. The EMD of the non responsive bidders will be returned after completion /finalization of the tender process and that of the bidders only after completion of the tender period.

### B. ELIGIBILITY CRITERIA

Wholesalers/Distributors/suppliers/manufacturers/retailers are eligible to participate in the tender provided they have:-

1. Valid wholesale/retail/Distributor license from the competent authority, and in case of wholesalers /Distributors & in case of manufacturers valid manufacturing license & GMP certificate from competent authority (ies) is mandatory. Valid means 'valid till the date of opening of cover (a)(Technical bid) & should be re validated for the tender period.
2. Proof of three years (3 yr) supply to any GOVT. Hospital /PUS/Corporate Sector Hospital along with satisfactory performance report from the purchaser. The copy of the purchase order and evidence of payment received is to be enclosed as such proof.
3. Annual turnover for Medicine & Medical Consumables;
  - A. FOR MANUFACTURERS annual turnover of Rs. 10 crore or more in each year in last three preceding year, for bidders other than manufacturers, they have to submit copy of turnover of Rs. 2 crore or above per year for last three years.
4. Bidders should have valid registration under GST & IT.
5. Bidders are requested not to quote products of those manufacturing unit who has been blacklisted /Irregular supply /Partial supply, either by the tender inviting authority or by any state Govt. or Central Govt. organization. If such incidence is detected at point of time during the period of validity of Bid the agreement shall be cancelled with forfeiture of Security and other punitive measures as decided by the administration.

### C. Documents to be submitted with the Technical BID (COVER-a)

- A. Tender processing fee of Rs 2000/- (NON REFUNDABLE) in form of DD.
- B. Earnest Money Deposit (EMD), Rs 50000/- in form of DD.

The EMD of unsuccessful bidder shall be refunded. For successful bidder it shall be refunded after tender period is over.

#### C. Copy of-

- I. Valid Manufacturing License/valid certificate of GMP/WHO GMP/ISI/CE Certificate.
- II. In case of Distributors :- Valid Wholesale /Distributor/Drug license from the competent authority and authorizations in original from the manufacturers whose products are quoted by the bidder.
- D. Valid manufacturing /import license/validity certificate and valid GMP/WHO GMP /ISI/CE certificate of the manufacture(s) whose products are quoted by the bidder.
- E. Copy of valid PAN CARD & GST registration certificate.

*[Signature]*  
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- F. Copy of last three years I.T Return.
- G. Manufacturers Authorization in original .
- H. Detail name , Address , Telephone No., Mobile No. , E-mail id of the bidder /contact person.
- I. Annual Turnover of the bidders (when the bidder is manufacturer) and both the bidder and the manufacturer (when the bidder is other than manufacturer) as per format Annexure -D along with supporting documents from Chartered Accountant. The bidders have to submit the C.A audit report for last 3 years.
- J. All the pages shall be duly signed and sealed by the bidder.

**D. PRICE BID /FINANCIAL BID(COVER -b)**

The tender format giving the quoted rate for MEDICINES & MEDICAL CONSUMABLES should be submitted in separate sealed covers hereafter called COVER (b) (PRICE BID). The bidders has to submit sealed separate price bid for each category of items .

1. The tender format (price schedule) in duplicate in the prescribed format (as per ANNEXURE-B) in hard copy must be submitted in the bid. The price of the item should be quoted inclusive of insurance /packing/forwarding /fright (door delivery) but exclusive of GST if any .The rate should be quoted for each item both in figures and words with legibility. In case of difference in words and figures, words will be taken into consideration for evaluation. .
2. Alternative bid for any item is not acceptable and the item for which multiple bid /rates quoted by the bidder will not be taken into consideration for evaluation.
3. The quoted rate should be final and shall not be subjected to any escalation during the validity of the tender or period of validity.
4. The Bidders should submit /furnish a certificate in the tender to the effect that the **price quoted by them is not more than the open market price** or also under GeM Rate Contact where such rate exists. However, in circumstances when the price decreases during the contract period, the approved supplier should ethically intimate the same to the purchasing authority. In such circumstance the lower/decreased price shall be paid.

**E. REJECTION OF THE TENDERER**

The tender paper will be rejected if any of the following documents are wanting /not found with the tender bid .

- a. Non submission of relevant documents as mentioned in clause -C
- b. Sealed price bid (s)/quoted rate with signature & seal in each page.
- c. Bidder applying multiple Bid.

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12/5/23  
Superintendent,  
FMMCH, Balasora.



## F. EVALUATION

1. Tenders will be evaluated as per the requirement of bid and the price bid will be opened only for the bidders who qualify in the document evaluation/sample evaluation as per Technical bid.
2. The cost of the unit items excluding Tax/GST will be evaluated.
3. The lowest price quoted for each item in every category should be selected as L1 and the bidder quoting such price shall be offered contract for supplying that particular item.

## Term & conditions:-

### A. Supply & Delivery

1. The approved bidder/supplier shall have to supply at-least 25% of the purchase order quantity (each item) within 7 (seven) days of the issue of purchase order and the rest within the stipulated time period as mentioned in the purchase order.
2. All supply should be completed within 21 days from the date of the issue of the purchase order. For any further delay penalty of 0.5% of the value per month shall be deducted.
3. In case of drugs and medical consumables any purchase order shall have a minimum 70% life span.
4. At the time of delivery, the supplier has to submit copy of analytical test report (NABL/IN HOUSE LABORATORY) of the supplied batches. Hence, no drugs without test report shall be accepted. In case such incidence occurs, the contract with such supplier shall be cancelled with forfeiture of security & EMD. The contract shall be transferred to L2, L3, L4 respectively who given concerned to supply the items at L1 rate .
5. FOR Delivery shall be made at the store of Hospital campus of FMMCH Balasore.
6. Nil supply /unwilling to supply the ordered quantity in any situation will be lead forfeiture of EMD and **blacklisting for 3 years**.
7. The successful bidders who are unwilling to supply/ not supply/partial supply of the total PO Quantity, in stipulated time period, then their 10% amount will be deducted from each ordered amount which are not completely supplied.
8. In case the L -1 bidder fails to supply the items within the stipulated time /period ,the purchaser reserves the right to purchase the said items from any eligible bidder at L1 approved rate .
9. The approve rate and supplier will be valid for one year or till finalization of the next tender whichever is later.
10. The supplied items should have mention of ' GOVT SUPPLY & NOT FOR SALE '.
11. All legal disputes, if any relating to purchase etc, are subject to jurisdiction in the court of law situated at Balasore, Odisha.
12. All bidders who wants to supply of Bedding clothing items should submit their sample in sealed cover (b) (FINNCIAL BID)/ at the time of opening of Financial Bid.

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12/5/23  
Superintendent,  
FMMCH, Balasore

**B. PAYMENT**

100% Payment shall be made after submission of stock entry certificate(s) from the concerned authority and as per the availability of fund. Under no circumstances the supply should be interrupted as regards to payment.

**C. PENALTY**

If any product after use is found to be NOT AS PER STANDARD QUALITY/NOT AS PER THE PARAMETER /GIVES ADVERS REACTION UPON CONSUMPTION, such item will be declared as NOT OF SATISFACTORY QUALITY on the basis of the report of the authority .The said product shall be freezed. The supplier has to replace fresh stock as per the purchased quantity and take back the freezed stock at his own cost .

In case the supplier fails to replace the stocks,then the value of the freezed product will deduct from EMD Money/ next payment. No further purchase order will be placed to the firm /supplier for the item(s) /debarred from participating in any tender (for that time ) floated in future for three years.

  
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Superintendent FMMCH, Balasore

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ANNEXURE-A

LIST OF MEDICINES &amp; MEDICAL CONSUMABLES &amp; BEDDING CLOTHING ITEMS UNDER BID

SI No	DRUG CODE	NAME OF THE ITEM	SPECIFICATION/UNIT	RATE	REMARKS
1		ANNEXED SEPARATELY			
2					
3					
4					

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ANNEXURE-B

## PRICE SCHEDULE (MEDICINES &amp; MEDICAL CONSUMABLES &amp; BEDDING CLOTHING)

SL NO	SL NO AS PER TENDER	DRUG CODE	NAME OF THE ITEM	SPECIFICATION /UNIT	EACH RATE (tablet /capsule/amp le/ bottle/ other item )	GST %

  
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ANNEXURE-C

DECLARATION FORM

I/WE \_\_\_\_\_ having \_\_\_\_\_ My  
 /our \_\_\_\_\_ Office  
 at \_\_\_\_\_ do declare that I /We have carefully read all the  
 term and condition of tender of the \_\_\_\_\_ Odisha for the supply of  
 \_\_\_\_\_. I WILL ABIDE WITH ALL THE TERM AND CONDITIONS SET FORTH IN THE  
 TENDER PAPER REFERANCE no: \_\_\_\_\_

I/We do hereby declare I/We have not been de- recognized/blacklisted by any state Govt. Union Territory /Govt. of India/Govt. Organization/Govt. Health Institution for supply of Not of STANDARD QUALITY (nsq) ITEMS/PART-SUPPLY/NON-SUPPLY.

I /we do hereby declare that the rates quoted by me/us are neither more than the maximum retail Price nor DGSD rate contact.

I/We agree that the Tender Inviting Authority can forfeit the Earnest Money Deposit and or Security Deposit and blacklist me us for a period of 3 years if any information furnished by us proved to be false at the time of inspection/verification and not complying with the Tender term & conditions.

I/We further declare that I/We possess valid manufacturing/ authorized dealer for medicines/ Laboratory reagent / Orthopedic Implants and Drug license bearing NO \_\_\_\_\_ Valid up to \_\_\_\_\_/regd. supplier with sale tax and vat clearance. I/We \_\_\_\_\_ do hereby declare that I/We will supply the \_\_\_\_\_ as per the term and conditions & specifications of the tender document. I

/We further declare that my /our EMD and or Security Deposit will be forfeited if I / We fail to supply any order item after getting order from the purchaser. I / We further declare that we will supply the ordered items manufactured only by the manufacturers as mentioned in the bid document

Signature of the bidder

Date

Name and address of the firm :

Affidavit before Executive Magistrate

*[Handwritten Signature]*  
 12/5/23  
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ANNEXURE-D

## ANNUAL TURN OVER STATEMENT

The Annual Turnover of  
M/S \_\_\_\_\_

Who is a wholesaler/distributor/manufacturer for the last three years are given below and certified that the statement is true and correct .

SL. NO	YEAR	TURNOVER IN LAKHS RUPEES	REMARK
1	2019-2020		
2	2020-2021		
3	2021-2022		
4	2022-2023		IF AVAILABLE

DATE:  
Accountant

Signature of the auditor/Chartered

Place:

Name in capital

Registration No

Seal

NB:

1. This certificate should be supported by figures in PL Accountant & Income Tax Return.
2. Distributor has to submit own as well as turnover of the principal manufacturer /super stockiest whose products they are quoting.

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12/5/23  
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FMMCH, Balasore

## ANNEXURE-E

### CHECK LIST

Sl. No.	Details of the bidder		
1	Name of the Bidder		
2	Bidder Type (Please Tick)	Manufacture	Other (C & F Agent / Wholesaler / Distributor/ Other)
3	Address with Phone No. & email ID		
4	Contract Person:		
5	Mobile No. / Landline No.		
6	Email ID		

### DOCUMENTS SUBMITTED

Sl. No.	Document details	Submitted (Yes/No)	If Yes Page No.	Remarks if any
1	Tender Processing fees details: DD No.: Date: Amount:			
2	EMD Details: DD No.: Date: Amount:			
3	Valid drug license / Laboratory chemical authorization from competent authority: (Manufacturing /wholesale/retail etc.)			
4	Annual Turnover statement:			
5	IT return statement / Tax clearance certificate			
6	Proof of supply Govt. order or PUS			
7	Copy of PAN Card			
8	Copy of GST registration certificate			

**N.B:** Bidder has to sign and seal with sequentially numbered (both bids)

*M. K.*  
12/5/23.  
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FMMCH, Balasore