

**OFFICE OF THE SUPERINTENDENT FMMCH,BALASORE**

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Bid No : 4034/S/FMMCHB

Date : 16 / 08 / 2024

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

TENDER DOCUMENT FOR SUPPLY OF;  
(A) MEDICINES & MEDICAL CONSUMABLES

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

DATE OF COMMENCEMENT OF BID DOCUMENT :- DT. 17 - 08 - 2024

LAST DATE & TIME OF RECEIPT OF BID DOCUMENT :- DT. 17 - 09 - 2024 / 5 PM

DATE AND TIME OF OPENING OF COVER -A (TECHNICAL BID) :- DT. 18 - 09 - 2024 / 11 AM

DATE OF OPENING OF COVER -B (FINANCIAL BID) - DT. 18 - 09 - 2024

ADDRESS FOR COMMUNICATION AND RECEIPT OF BID DOCUMENTS :- OFFICE OF THE  
SUPERINTENDENT (NEW TEACHING HOSPITAL, REMUNA CAMPUS)Accounts section, FMMCH  
BALASORE, 756019, ODISHA, TEL NO.06782240153 E-mail : supdt.fmmchb@gmail.com

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

  
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## GENERAL INFORMATION

1. Tenders should be submitted in separate sealed envelope by enclosing its technical bid in cover super scribed (A) & Financial bid in cover super scribed (B) .The envelope containing the tender document both envelopes A & B with required fees should be super scribed clearly as "Tender for Medicines & Medical consumable items for FMMCH ,Balasore " with tender No. and date ,Bidders name, mob no. & email id. on the front of the envelope. Sealed tenders address to the O/O Superintendent, New Teaching Hospital Remuna Campus, FMMCH, Balasore should reach by **Date. 17-09-2024 (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 New Teaching Hospital Counselling Hall, FMMCH ,Remuna, Balasore on date **18-09-2024**.
3. The Tenderers/Bidders qualified after opening of the technical bid shall be called for opening of price bid of the Tender, the Tender of same shall be intimidated in due course of time.
4. Either the Tenderer or their authorized representative may remain present at the time of opening of Tender . Their absence may not be a bar for opening of Tender.
5. 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.
6. Rate should be quoted **EACH RATE**(TABLET/INJECTION/SYRUP/CONSUMABLE ITEMS) 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.
7. The Tax (GST) will be claimed as per the guidelines given by the Finance Dept. GOVT.OF.INDIA/ODISHA from time to time.
8. The tender documents should be clearly written /typed without any correction, interpolation and overwriting.
9. Each page of the bid document shall be **duly numbered, signed** by the bidder. **Bids without signature** of bidder will be rejected. A Content (i.e, list of document) should be enclosed.
10. 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.
11. If any information or document furnished by the Bidder is found to be misleading /incorrect at any stage, their tender will be objected.
12. **The quantum of procurement will be made on requirement basis.**
13. The MSME / 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 .
14. The authority reserve the right to accept /reject all the bids or any part thereof without assigning any reason.
15. The bidders have to submit declaration in the form of affidavit as per annexure- C.

  
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16. The L1 bidders who can not supply/ or have partial supply /unwilling to 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.

**A. TENDER PROCESSING FEE AND EMD**

- i. The tenderer should furnish the EMD of Rs. 1,00,000/- (Refundable) & Rs 10,000/- (non refundable) in shape of Bank draft in favor of SVS, FMMCH ,BALASORE. The EMD of the non responsive bidders will be returned after completion /finalization of the tender process and the successful bidders only after completion of the tender period. After finalization of the tender process final bidder has to deposit EMD of Rs. 1,00,000/- (Refundable) before awarding the bid.

**B. ELIGIBILITY CRITERIA**

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

1. Valid wholesale/retail/Distributor license from the competent authority.
2. In case of wholesalers /Distributors / manufacturers valid manufacturing license & GMP certificate from competent authority (i.e. ) is mandatory. Valid means 'valid till the date of opening of cover (a)(Technical bid ) & should be re validated for the tender period .
3. 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.
4. Copy of Annual turnover for Medicine & Medical Consumables;
  - A. For MANUFACTURERS annual turnover of Rs. 10 crore in last three preceding years.
  - B. For BIDDERS annual turnover of **Rs. 2 crore or above** per year for last three preceding years
5. Bidders should have valid registration under GST & IT.
6. 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 10,000/- (NON REFUNDABLE ) in form of DD.
- B. Earnest Money Deposit (EMD ), Rs 1,00,000/- in form of DD .
- C. Copy of-
  - I. In case of Manufacturer :- Valid Manufacturing License/valid certificate of GMP/WHO GMP/ISI/CE Certificate.

  
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- D. Copy of valid PAN CARD & GST registration certificate.
- E. Attested Xerox copy of up-to-date GST Clearance certificate **up to April-2024**.
- F. Copy of last three Financial years I.T Return (2021-22 , 2022-23 & 2023-24).
- G. Manufacturers Authorization in original .
- H. Detail name , Address , Telephone No., Mobile No. , E-mail id of the bidder /contact person.
- I. Audited Balance sheet with form 3CB & 3CD for the last three Financial year (2020-21, 2021-22 & 2022-23 )
- J. The Bidders wholesaler/distributor/ supplier must have minimum Average Turnover of Rs. 2,00,00,000 cr. (Two Crore) during the last Three financial year (2020-21, 2021-22 & 2022-23).
- K. Annual Turnover of the bidders for **manufacturer except MSME** must have minimum Average Turnover of Rs. 20,00,00,000 cr. (Twenty Crore) during the last Three financial year (2021-22 , 2022-23 & 2023-24).
- L. Attested Xerox Copy of Non conviction Certificate issued by the State Drug Authority.
- M. Proof of experience in supplies of Medicines & medical consumables i.e, (purchase order copy) to any Three Govt. Institution/ PUS for consecutively 03 years in order to procure specified genuine items & promptness of supplies as per requirement along with satisfactory performance certificate from the end user .

**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 & soft copy must be submitted in the bid. The price of the item should be quoted inclusive of insurance /packing/forwarding /freight (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 Contract 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.

*[Signature]*  
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## **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.

## **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 as per Technical bid.
2. The cost of the EACH 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 for 01 year.

## **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 receive of the 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 Receive of the purchase order. After due date the purchase order automatically cancelled.
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, Drugs without test report shall not be accepted. In case such incidence occurs, the contract with such supplier shall be cancelled with forfeiture of EMD. The contract shall be transferred to L2, L3, L4 respectively who given concerned to supply the items at L1 rate .
5. Incase L1 Bidder fails to supply in stipulated time & period, the purchaser reserve the right to purchase the same item from any eligible bidder at L1 approved rate and if all approved bidders unwilling to supply the same item at l1 approve rate the purchaser reserve the right to purchase from L2& L3 rate accordingly. The differential amount between L1 & L2/ L3 deducted from approved L1 bidder.
6. FOR Delivery shall be made at the store of Hospital campus of FMMCH Balasore.
7. The approve rate and supplier will be valid for **one year or till finalization of the next tender** whichever is later.

  
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8. The supplied items should have mention of ' GOVT SUPPLY & NOT FOR SALE '.
9. All legal disputes, if any relating to purchase etc, are subject to jurisdiction in the court of law situated at Balasore, Odisha.

#### **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.

  
Superintendent

Fakir Mohan Medical College & Hospital, Balasore

**ANNEXURE-A**

**LIST OF MEDICINES & MEDICAL CONSUMABLES ITEMS UNDER BID**

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

*Handwritten signature*  
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ANNEXURE-B

PRICE SCHEDULE (MEDICINES & MEDICAL CONSUMABLES)

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 REFERENCE 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

  
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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	2021-2022		
2	2022-2023		
3	2023-2024		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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## 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)

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