

**TENDER DOCUMENT FOR SUPPLY OF DRUGS,
CONSUMABLES, LABORATORY REAGENT, CHEMICALS
&BCL ITEMS FOR THE YEAR 2024-25**

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

Bid Reference No. 4929 Dated.08.11.2024 /CDM&PHO/Deogarh/2024-25

DATE OF COMMENCEMENT OF THE BID DOCUMENT: **08.11.2024**

LAST DATE & TIME OF RECEIPT OF BID DOCUMENT : **25/11/2024 up to 5 P.M**

DATE & TIME OF OPENING OF COVER-A (Technical Bid) : **27/11/2024 at 04 P.M**

DATE OF OPENING OF COVER-B (Price Bid): Will be intimated later on after **27.11.2024.**

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

ADDRESS FOR COMMUNICATION: Chief District Medical & Public Health Officer
O/o Chief District Medical & Public Health Officer
Deogarh-768108

Tel: **06641-226428** e-mail: **cdmodeogarh@gmail.com**


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SECTION -I

TERMS AND CONDITIONS FOR SUPPLY OF DRUGS, CONSUMABLES, LABORATORY REAGENT, CHEMICALS&BCL ITEMS UNDER CDM & PHO, DEOGARH FOR A PERIOD OF ONE YEAR

1. Sealed tenders for PURCHASE OF DRUGS, CONSUMABLES AND OTHER REQUIREMENTS should reach at O/o The Chief District Medical & Public Health Officer, Deogarh latest by dated **25/11/2024** up to 5.00 PM. Any tender received after the due date & time will be rejected / returned to the bidder unopened. **The tenders will be received through Regd. Post / Speed Post/ Courier 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 SUPPLY OF DRUGS, CNSUMABLES, LABORATORY REAGENT, CHEMICALS & BCL ITEMS UNDER CDM & PHO, DEOGARH".**
2. The Sealed tenders "Cover A" (Technical Bid) submitted by the bidders will be opened by the C.D.M.&P.H.O., Deogarh in the office chamber of the C.D.M.&P.H.O., Deogarh at **11 A.M.** on dated **27.11.2024**. The bidders or their duly authorized representatives are allowed to be present during opening of the tenders if they so like.
3. Valid manufacturing license of the manufacturer or duly acknowledge renewal application with old license issued by the state licensing authority/central licensing approving authority.
4. Manufacture shall have valid GMP/ISO/BIS Certificate.
5. Proof of annual turnover of the Manufacturing Firm/Authorized Distributer/Supplier of Rs.3Crore or more in last three (3) financial years. i.e.2020-21, 2021-22 & 2022-23.
6. Bidder must be registered under GST Act.
7. 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.
8. End user certificate of three different districts consequently supported by 5 (five) work order copies in last year during last 3 years 2020-21, 2021-22 & 2022-23.
9. Cover -B (Price Bid) will be opened only of the bidders those who qualify in Technical Bid (cover-A).
10. 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.**
11. An amount of **Rs.5,000/- (Rupees Five Thousand)** only towards **tender document cost** is to be deposited in shape of Demand Draft in favour of RKS, DHH, DEOGARH from any nationalised bank payable at Deogarh which is Non-Refundable.
12. An amount of **Rs.20,000/- (Rupees Twenty Thousand)** (Refundable) only towards EMD money is to be deposited in shape of Demand Draft in favour of RKS, DHH, DEOGARH from any nationalised bank payable at Deogarh which will be kept as

security money for successful bidders and will be refunded after completions of the Tender validity period.

13. All documents should be typewritten or computerized and any correction in the tender should invariably be attested with signature by the tenderer with date before submission, failing which the tender will not be eligible for further consideration. Rates inclusive F.O.R. destination (*door delivery basis*). The rates quoted should be in **Indian Rupees only**.
14. In the event of the date being declared as a holiday by Govt. of Odisha, the due date of submission of bids and opening of bids will be the following working day at the declared place & time.
15. 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 agrees to supply matching with the L₁ rate.
16. 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 tenders.
17. 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 CDM & PHO, Deogarh immediately about such reduction in the contracted price. The CDM & PHO, Deogarh, 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.
18. 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.
19. 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.
20. Both Cover-A and Cover-B should have an **index and page number** of all the documents to be submitted inside that cover.
21. In the event of any dispute arising out of the tender, such disputes would be subject to the jurisdiction of the Civil Court Dist. Deogarh or Odisha High Court.
22. The CDM & PHO, Deogarh, Odisha reserves the right to reject the tenders or to accept the tenders for the supply of the item tendered without assigning any reason thereof.
23. The CDM & PHO, Deogarh Odisha 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.
24. The supply should be completed within 15 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 CDM & PHO, Deogarh such orders will stand cancelled automatically without further notice. The approved firm shall also suffer forfeiture of the EMD.
25. If the approved supplier fails to execute the supply within the stipulated time, the CDM & PHO, Deogarh is empowered to purchase the same items from L₂ or L₃ tenderer if they match the L₁ rate.


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26. The supplier submits the testing report at the time of supply of medicines.
27. The supply of items shall be made immediately according to the volume after place of supply order from CDM & PHO, Deogarh and submit the bill for payment at the approved rate. The transportation of items is the sole responsibility of the supplier on door delivery basis.
28. Under no circumstances the supplier shall appoint any sub-contractor or sub-lease the contract. If found violated, the security deposit will be forfeited.
29. **Sample of BCL & consumable items shall be submitted at the time of opening of price bid, otherwise the rate quoted shall be disqualified.**
30. **All the documents submitted by the bidders in Cover –A & cover-B should be self-attested with their seal.**

LIQUIDATED DAMAGE:

1. The CDM & PHO, Deogarh may allow extension for a maximum period of 2 (two) weeks (15 days), after the stipulated date of supply (i.e. 15 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.30 days after being allowed by the CDM & PHO, Deogarhand no further purchase order will be placed to the firm for the said item.

TERMS OF PAYMENT:

1. No advance payments towards items shall be made to the qualified Bidders.
2. No claims shall be made against the CDM & PHO, Deogarh, Odisha in respect of interest on security deposit or any delayed payment.
3. Payments in shape of Draft or e-payment / on-line transfer or may be handed over to the authorized person of the supplier.


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SECTION –II

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. List of items quoted with name of the manufacturers & Suppliers (**Annexure-2**)
3. Tender document & processing fee of Rs.5, 000/- in shape of Demand Draft.
4. Earnest Money Deposit of Rs 20,000/- in shape of Demand Draft.
5. Details name, address, telephone no., Fax, e-mail of the manufacturer / authorized distributor/Suppliers (**Annexure - III**).
6. The declaration form in **Annexure - IV** duly signed by the tenderer before Notary Public / Executive Magistrate.
7. Original in sign Manufacturer’s Authorization Format .(**Annexure- V**)
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.3Crores or more in last three (3) financial years. i.e.2020-21,2021-22 & 2022-23.
9. End user certificate of three (3) different districts consequently supported by 5 (Five) Purchase order copies of each year for last 3 years i.e. 2020-21, 2021-22& 2022-23. (All the End user & work order copies will be crosschecked from concern authority through phone or mail at the time of opening of bid and if found any false document his EMD money will be forfeited without assigning any reasons thereof and his bid will be cancelled).The copy of Purchase orders and certificates from the end users should be furnished in support of the information provided in the performance statement (**Annexure - VII**).
10. Copy of ISO/BIS and any other certificates in case of supplier.
11. Copy of Valid GMP /ISO and any other Certificate in case of manufacturer.
12. Copy of Valid Manufacturing License of the manufacturer for each quoted product by the drug licensing authority.
13. Copy of GST Registration Certificate.
14. Copy of valid PAN card.
15. Copy of valid Drug License.
16. Copy of Income Tax Return for last 3 assessment years i.e. 2020-21, 2021-22 & 2022-23.
17. Copy of Audit reports for last three financial years i.e. 2020-21, 2021-22 & 2022-23.
18. The Original Tender Book with conditions and the schedules to be signed by the tenderer at the bottom of each page with his official seal duly affixed.


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SECTION –III
ANNEXURES


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ANNEXURE –I
(Refer Clause No. 3.1)

CHECK LIST

(To be submitted in **Technical Bid**)

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

COVER – A (TECHNICAL BID)

1. List of Item (s) – Annexure II	Page No		Yes		No	
2. Tender document Fee	Page No		Yes		No	
3. Earnest Money Deposit	Page No		Yes		No	
4. Details of Manufacturing Unit/ Contact person/Liasoning agent (Annexure III)	Page No		Yes		No	
5. Declaration form (Annexure -IV) signed by Tenderer & the affidavit before Notary Public / Executive Magistrate	Page No		Yes		No	
6. Signed Manufacturer's Authorization in original	Page No		Yes		No	
7. Proof of Annual turnover of Rs.3Crore or more in each preceding 3 financial years 2018-19, 2019-20 & 2020-21(Annexure - VI)	Page No		Yes		No	
8. Performance Statement (Item Wise) during the Preceding 3 financial years 2020-21, 2021-2022 & 2022-23(Annexure -VII)	Page No		Yes		No	
9. Copy of valid ISO/BIS Certificate(supplier)	Page No		Yes		No	


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10. Copy of valid GMP/ISO Certificate (manufacturer)

Page		Yes		No	
No					

11. Copy of Manufacturing License

Page		Yes		No	
No					

12. Copy of GST Regd. Certificate

Page		Yes		No	
No					

13. Copy of PAN Card

Page		Yes		No	
No					

14. Photo copy of Valid Drug licence

Page		Yes		No	
No					

15. Copy of Income tax return of preceding 3
Assessment years 2019-20, 2020-21 & 2021-22

Page		Yes		No	
No.					

16. Copy of Audit Report for last three financial years
2018-19, 2019-20 & 2020-21.

Page		Yes		No	
No.					

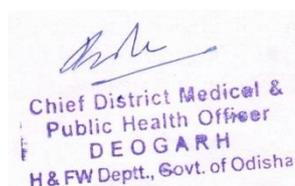
17. Original Tender Book with Conditions and the
schedules to be signed by the tenderer

Page		Yes		No	
No.					

Signature of the Tenderer:

Date:

Official Seal:



Annexure II

(To be submitted in Cover A -Technical Bid)

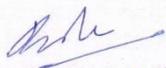
LIST OF ITEM(S) QUOTED

Sl. No.	Name of Item (s)	Specification	Name of Manufacturer	Remarks

Signature of the Tenderer:

Date:

Official Seal:


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ANNEXURE – III

(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		
Landline Telephone Nos.		
Mobile		
Fax		
E – Mail		

Signature of the Tenderer:

Date:

Official Seal:



ANNEXURE – IV

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

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.

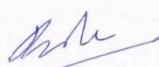
Signature of the bidder :

Seal

Date :

Name & Address of the Firm:

Affidavit before Executive Magistrate / Notary.


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ANNEXURE – V

(To be submitted in Cover A -Technical Bid)

MANUFACTURER’S AUTHORISATION FORMAT

To

The CDM&PHO, Deogarh,
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,

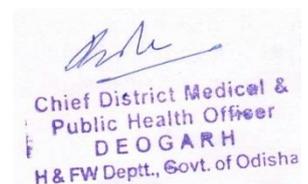
Seal

(Signature with date, name and designation)

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

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



(To be submitted in **Cover A -Technical Bid**)
ANNEXURE – VI
(To be furnished in the letter head of the Chartered Accountant)
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	2020-21	
2	2021-22	
3	2022-23	
<i>Average Annual Turnover</i> (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

Note:

- a) To be issued in the **letter head** of the Auditor.
- b) **Separate certificates** should be furnished for different manufacturer in case the bidder is quoting products of different manufacturers.


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

Annexure VII

PROFORMA FOR PERFORMANCE STATEMENT

(For the period of last three years 2020-21, 2021-22 & 2022-23)

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 of the Tenderer:

Date:

Official Seal:


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ANNEXURE-VIII
(PRICE SCHEDULE)

Sl. No.	Name of the Items	Specification/ Strength	Name of the Mfd. firm	Unit Rate	GST/ VAT/ Entry tax if any	Total Price

Seal: Signature of the bidder

Date :

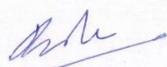
Place:

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.


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