

**GOVERNMENT OF WEST BENGAL**  
**Secretary District Health & Family Welfare Samiti &**  
**Office of the Chief Medical Officer of Health**  
**North 24 Parganas**

## **QUOTATION NOTICE**

**NO: CMOH(NPG)/2017/6253     Date: 01/12/2017**

**TENDER DOCUMENT**

**For**

**SUPPLY OF MEDICINE**

**DATE OF ISSUE OF TENDER FORM WITH DOCUMENT :- 01/12/2017**

**LAST DATE FOR SUBMISSION OF TENDER DOCUMENT :- 07/12/2017 up to 14.00 hrs**

**DATE & TIME FOR OPENING OF TENDER DOCUMENT :- 07/12/2017 at 16.00 hrs**

**GOVERNMENT OF WEST BENGAL**  
**Secretary District Health & Family Welfare Samiti &**  
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**North 24 Parganas**

**No: CMOH(NPG)/2017/6253**

**Date: 01/12/2017**

**“NOTICE INVITING QUOTATION FOR SUPPLY OF MEDICINE”**

Office of the Chief Medical Officer of Health, North 24 Parganas invites bids for Supply of Medicine from reputed companies/firms/individuals/societies etc. those are in the business for the last three years. Accordingly, sealed tenders are invited latest by **07/12/2017 up to 14:00 h.**

If any of the items is included in CAT list those items will be procured from CAT list as per their validity through SMIS. This will be effective from the date of finalization of the quotation for period of 1 (One) Year. Order value of each item should be within one lakh rupees per order.


The interested Companies/Firms/Agencies may send their bid complete in all respect along with Earnest Money Deposit (EMD) of **Rs. 2,000/-** (Rupees Two Thousand only) per item and other requisite documents to the undersigned duly superscripted **“Bid for No: CMOH(NPG)/2017/6253 dated 01/12/2017 For supply of Medicine”** before **14.00 hrs** on **07/12/2017** by dropping in the tender box placed at this office or may be sent through registered/speed post addressed to The Chief Medical Officer of Health, North 24 Parganas. Bids sent by COURIER will not be entertained. The bids received after this deadline shall not be entertained under any circumstances whatsoever.

**NOTE: The EMD and Tender Fee draft should be put in the envelope containing Technical Bid failing which the tender shall be rejected forthwith.**

Bids will be opened on **07/12/2017** at **16.00 hrs** in the presence of bidders or their authorized representatives who wish to participate in the bidding process. If the opening date happens to be a closed day/holiday, the tender will be opened on the next working day at same time.

This Office reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the TSC (Tender Selection Committee) of this office in this regard shall be final.

Details Terms & Conditions (Annexure-I) and Application Form (Annexure-II) shall be available at **the office of the undersigned.**

  
**Secretary DH&FWS &**  
**Chief Medical Officer of Health**  
**North 24 Parganas**

**Date: 01/12/2017**

**No: CMOH(NPG)/2017/6253**

Copy forwarded for information to:-

1. The Director of Health Services, Govt of West Bengal
2. The Jt. Secretary to the Govt. of West Bengal, Deptt. of H & FW (MS Branch)
3. The Jt. Director of Health Services (P &D), West Bengal.
4. The Dy. CMOH-I / II / III, DMCHO, DTO, ZLO, North 24 Pgs.
5. The D.I.O, North 24 Parganas for online publication.
6. The Accounts Officer of this office.
7. The DAM, O/o the CMOH, North 24 Parganas.
8. Office Notice Board

  
**Secretary DH&FWS &**  
**Chief Medical Officer of Health**  
**North 24 Parganas**

### **Terms & Conditions (Annexure-I)**

- 1) The Tender Application (Annexure-II) shall be addressed to the Chief Medical Officer of Health & Secretary, District Health & Family Welfare Samiti, North 24 Parganas, Kolkata-700124.
- 2) Before submission of the Tender, Tenderer shall sign each page of his Tender and all its relevant papers with date. The additional alternative and or subtractive clause (if any) shall also to be signed by the tenderer.
- 3) Who can Bid: a) Manufacturing Company or its subsidiary OR Manufacturer Authorized Distributor for the tender.
- 4) Late/delayed tenders received in this office due to any reason whatsoever will not be accepted under any circumstances.
- 5) Tenders not submitted as per the format or within the stipulated time shall be summarily rejected.
- 6) Tenders received without stipulated EMD shall be summarily rejected.
- 7) Bidder must have helpline number and dedicated customer support.
- 8) Sub-contracting: The Agency shall not be allowed to sub-contract the work awarded by this office.
- 9) Termination by This Office: This office shall be at liberty to terminate the Agreement at any time without assigning any reason and without being liable for loss or damage which the agency may suffer because of such termination, by giving the agency 15 days' notice in writing by this office for such termination. Any such termination shall be without prejudice to any other right of this office under the Contract.
- 10) Agency's right to terminate: If the Agency decides to terminate the contract before the end of the contract period, the Agency shall have to give a notice of at least 90 days. If the Agency terminates the Agreement without notice of 90 days, the entire performance security deposit shall be forfeited.
- 11) Period of agreement: The agreement shall be valid for 1 year or up to finalization of next tender whichever is earlier, and it may be extended based on satisfactory performance on the same terms and condition, and rates.
- 12) Repeat Order Clause: - The buyer can order the items under the present contract, the cost, terms & conditions remaining the same. The bidder is to confirm acceptance of this clause.
- 13) Physical Verification of the Samples or Physical Demonstration may be done for each supply as per norms. Test Certificate for each batches from competent authority should be submitted during the supply of orders.
- 14) Terms of payment: The bill for satisfactory work shall be raised separately for each delivery. The bill will be processed, and payment released accordingly. In case the work is found to be unsatisfactory, no payment shall be made.
- 15) Recovery: The Office shall have the right to impose cash penalty / claim cost of the item from the Agency or deduct such amounts from its security deposit, in case of default or breach in performance or if this office is put to any financial loss, directly or indirectly, by any act of commission or omission on part of the Agency or its employee(s). TDS shall be deducted as per rules.
- 16) At any time prior to date of submission of tender, Tender Inviting Authority may, for any reason, or decision, modify the terms & conditions of the tender document by a corrigendum displayed on the notice board of this office. To provide reasonable time to take the amendment into account in preparing their bid, Tender Inviting Authority may or may not, at his discretion, extend the date and time for submission of tenders.
- 17) Tender Inviting Authority of this office reserves the right to obtain clarification/ additional information from the bidders. This office reserves the right to accept or reject any or all the bids without assigning any reason, whatsoever, and may not seek any service from any vendor because of the advertisement
- 18) The bidder shall wax seal the Technical and Financial Bids in separate envelopes and keep them in a bigger wax sealed envelope. All the envelopes shall bear the Tender name, the tender number and the words 'DO NOT OPEN BEFORE' (due date & time). The envelopes shall

indicate the name and address of the bidders to enable the bid to be returned unopened in case it is declared 'late' or rejected.

- 19) Venue of Tender Opening: Tender will be opened in the chamber of the CMOH of this office.
- 20) No price preference and exemption from Earnest Money will be allowed to any Companies/Firms/Agencies.
- 21) The bidder must have PAN, Trade License, P Tax Enrollment Certificate with latest payment challan, IT-Return of last two years & GST certificates.
- 22) Rate of item(s) [should not exceed market value]. Regarding Supply, Abnormal Low Rate or Abnormal High Rates (in comparison to the market Rate) will not be considered. Base Price of Medicine(s) includes value of goods, Packaging, supply to the delivery point, freight charges, installation, commissioning and any other charges as applicable excluding GST. Applicable GST will be paid extra.
- 23) The TSC has the right to accept or reject any tender or parts without showing any cause thereof at any stage of tender process.
- 24) Acceptance of lowest tender is not obligatory.
- 25) The Tender, submitted by the firm who have already been declared as Black Listed or whose contract was terminated for dissatisfactory supply or repairing works or who was unable to execute any repairing order in this hospital or in any other Hospital run by the state or central government., will not be considered even his being the lowest rate.
- 26) The article(s) should be supplied as per specifications & approved quality within 15 (Fifteen) days from issuance of the Purchase Order or as mentioned in the work order, failing which the order shall be treated as cancelled and the 2<sup>nd</sup> lowest bidder may be entrusted to supply for those article(s).
- 27) The bidders or his/her authorized representative should be present at the time of the opening of the tender to get any clarification related to the tender. No further clarification/information will be provided after the process of finalization of the tender.
- 28) Tendering firms are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date as specified in the Schedule. The representative so deputed should bring with him a letter of authority from the firm for having been authorized to be present at the time of opening of tender. Only one representative per firm shall be permitted to attend the opening of the tender. Representatives of firms who have not submitted the tender or representatives not possessing authority letter from the bidders or outsiders shall not be allowed to attend the tender opening process
- 29) Sample specimen may be produced before the Tender Selection Committee (TSC) on the date of opening of the tender.
- 30) Draw of Lots will be done in case of equal price bids in any item(s).
- 31) Technical Bid & Finance Bid must be submitted in separate sealed envelope by following two bid systems. Earnest money deposit receipt should be enclosed in technical bid only.
- 32) Refund of Earnest Money Deposit: The EMD submitted by unsuccessful bidders shall be returned to them without any interest whatsoever, within 15 to 90 days after conclusion of the contract with successful bidder. The EMD submitted by successful bidders shall be returned to them after the successful bidder deposits the performance security according to conditions stipulated in the bid document. No interest will be paid on Performance Bank Guarantee/ Earnest Money Deposit.


33) **List of required documents:**

Sl No	Category Name	Document Name
1	Certificates	i) PAN Card ii) 15 - digit Goods and Services Taxpayer Identification Number (GSTIN)
2	Company Details	i) Valid Trade License ii) Manufacturing License (National/International). (In case, manufacturing licence is not required/ applicable for production of the quoted item,

		notarized declaration from the manufacturer is to be submitted)
3	Credential	i) Performance Statement (For the period of last three calendar years ending December 2016) ii) ISO certificate (if applicable)
4	Declaration	i) Income Tax returns for assessment year 2014-15, 2015-16 & 2016-17 ii) Acknowledgement of VAT Returns for 2015-16 or 2016-17 /VAT Clearance Certificate iii) P. Tax Enrolment Certificate iv) CST Clearance Certificate
5	Product	i) Name of the Manufacturer with GMP Certificate of the Manufacturing Unit or DPCO Approval, DGCI Authorization, MRP (if any) and Brochure of the offered product. ii) Import Export License with IEC Code (for Importer).
6	EMD	i) Details/Copy

34) **Earnest Money-**

- i) **Rs. 2000.00 (Rupees Two thousand only) per item** to be deposited through Online / Bank Transfer as Earnest Money in account of the **District Health & Family Welfare Samiti, North 24 Parganas, Account No. 424210100036711, IFSC Code-BKID0004242, Bank of India, Barasat Branch**, which will be refunded to the unsuccessful bidder (s) soon after the completion of the tender process.
- ii) The Earnest Money will be kept in custody of the authority as a part of Security Deposit for the successful bidder (s) and will be released after expiry of the tender process. The EMD will be forfeited in the event of non-submission of Bid.

  
**Secretary DH&FWS &  
Chief Medical Officer of Health  
North 24 Parganas**  
*gauri*

**Application Form**

BID Ref. No. **CMOH(NPG)/2017/** \_\_\_\_\_

**Date:** \_\_\_\_\_

[TENDER FOR .....]]

1. Name of the Agency –
2. Name of the Proprietor / Partners / Directors:
3. Address:
4. Mobile numbers:
5. Experience (No. of Years)  
(enclose proof with certificates)
6. List of present clients (Govt./Reputed Pvt.):
7. Valid Trade License (enclose photocopy):
8. GST Registration (if applicable, enclose):
9. Permanent Account Number (PAN) (attach copy):
10. IT Returns (current) enclose:
11. Service Tax Registration (attach copy):
12. Helpline number:
13. Details of EMD:
14. Any other information:

Note: Bidders should note that failure to furnish/provide any of the documents detailed above may lead to rejection of their bid.

**DECLARATION**

I / We hereby certify that the information furnished above is true and correct to the best of my / our knowledge. I / We understand that in case, any deviation is found in the above statement at any stage; I / we shall be liable for disqualification and liable for forfeiting of EMD and shall be blacklisted. I / We convey our unconditional acceptance of all the terms and conditions as mentioned in the tender document. It is also understood that the personnel of our agency would be the employees of the Agency. I / We shall comply with all the applicable statutory requirements and there shall be no violation of applicable laws in relation to operation of Courier Service Agency.

(Signature of Authorized Signatory with Date & stamp)

# Finance Bid

BID Ref. No. **CMOH(NPG)/2017/** \_\_\_\_\_

Date: \_\_\_\_\_

[TENDER FOR .....]]

Dear Sir,

I/We .....submitted the bid for above said tender.

I/We thoroughly examined and understood instructions to tenders, scope of work, terms & conditions of contract given in the tender document and those contained appendix of Terms & Conditions of contract and agree to abide by them.

I/We hereby offer to supply of Medical Equipment at the following rates. I/We undertake that I/We are not entitled to claim any enhancement of rates on any account during the tenure of the contract.

Sl. No.	Name of the Item	Acc. Unit	Manufacturer	Rate in Rs including all Excluding GST	GST %	Remarks
1	Rabies Vaccines I.P. Human Use (Cell Culture derived) with minimum potency of 2.5 I.U/Vial for both ID Route & IM Route (One IM dose of 0.5 ml & 5 ID Dose of 0.1 ml)+ diluent	Per Vial				
2	Rabies Vaccines I.P. Human Use (Cell Culture derived) with minimum potency of 2.5 I.U/Vial for both ID Route & IM Route (One IM dose of 1.0 ml & 10 ID Dose of 0.1 ml)+ diluents	Per Vial				
3	Rabies Vaccines I.P. Human Use (Cell Culture derived) with minimum potency of 2.5 I.U/Vial for both ID Route & IM Route (single dose vial)+ diluents	Per Vial				

(Signature of Authorized Signatory with Date & stamp)