



SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES & TECHNOLOGY
(An Institute of National Importance under Govt. of India)
Thiruvananthapuram - 695 011, Kerala, India
Phone-(91)0471-2524536/136, 2443152
Email - sct@sctimst.ac.in

OMS I/21/LTE-MP3/SCTIMST/2019

Date: 07.09.2019

Due Date: 04.10.2019

LIMITED TENDER ENQUIRY FOR RATE CONTRACT – PURCHASE OF MEDICINES –
TECHNO-COMMERCIAL BID

Sealed Tenders in single bid system are invited from Drug Manufacturers / Direct Importers / Authorized Dealers / Marketing Firms for the supply of medicines (see **Annexure**) for the use of the Hospital attached to the Institute for the year **2019-2020**.

The tender documents and software (Medicine Tender-Limited N4.jar) for preparing Techno Commercial Bids can be downloaded from <https://sctimst.ac.in/Tenders/>.

Last date for Bid submission:	5.00PM 04.10.2019
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The authorised representatives of bidders, who intend to attend the tender opening, must bring with them letters of authority from the corresponding bidder.

The Techno-Commercial Bid should comprise the following:

- a) **EMD DD of Rs 25,000/-** (Twenty Five Thousand only). EMD (without any interest) of successful bidder will be released only after successful completion of all the contractual obligation of the bidder. EMD of successful bidder can be adjusted against Security Deposit upon written request from the bidder.
- b) **Techno-Commercial Bid 1** duly signed and sealed by authorized officer of the bidder. Soft copy of "bidfiles" folder should be submitted in CD. Hard copy should be the exact print of the soft copy.
- c) **Techno-Commercial Bid 2** duly signed and sealed by authorized officer of the bidder. Soft copy of "bidfiles" folder should be submitted in CD. Hard copy should be the exact print of the soft copy.
- d) **Declaration in supplier's letter head with signature and seal.**
- e) **Authorization letter** in bidder's letter head with signature and seal.
- f) Photocopies of PAN card and GST Registration certificate.
- g) Photocopies of all certificates such as valid **drug manufacturing licence, import licence, last 3 year's market standing certificate and annual**



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turnover certificate for each drugs quoted should be enclosed duly signed and sealed by the authorized officer of the bidder. Items quoted should be clearly highlighted in the licences.

- h) The bidder should not offer drugs/items that were blacklisted by any Central/ State/Autonomous Institutions.

Detailed bids should be enclosed in a large **sealed envelope** super scribed as **“OMS I/21/LTE-MP3/SCTIMST/2019 Special Limited Tender Enquiry for Purchase of Medicines, 2019-20”** addressed to **“The Director, Sree Chitra Tirunal Institute for Medical Sciences and Technology, Medical College PO, Thiruvananthapuram, Kerala - 695 011”** with the complete address of the bidder recorded on the envelope.

The quotation must be submitted as per the below terms and conditions and should be free from corrections/erasures. In case there is any unavoidable correction(s), it should be properly attested. If not the quotation(s) will not be considered. Further, quotation(s) written in pencil will not be considered.

I. GENERAL TERMS

- 1) Drug Manufacturers / Direct Importers / Authorized Dealers / Marketing Firms only can submit bid. Authorized dealer should submit dealership certificate. In case the item is being marketed by the bidder authorization certificate from the original manufacturer should be submitted.
- 2) Brand name and Strength, HSN Code, MRP, unit rate for SCTIMST exclusive of GST, CGST, SGST, IGST and Unit rate inclusive of GST should be clearly indicated against each item.
- 3) The rates quoted must be valid for **180** days from date of opening of bids.
- 4) **Earnest Money Deposit (EMD)/Bid Security:** The EMD is to be remitted by way of Demand Draft in favour of the **“Director SCTIMST”**, payable at Trivandrum. **Tenders not accompanied by EMD of Rs 25,000/- (Twenty Five Thousand only) in the form of Demand Draft will be rejected.** The EMD will be waived based on production of relevant documents such as DGS&D/NSIC Certificate, etc. for the specific category of item and should remain valid for the period required for EMD.
- 5) Authorization of an officer of the bidder: Authorization letter nominating a responsible person of the bidder to transact the business with the Tender Inviting Authority, instruments such as power of attorney, resolution of board etc. should be enclosed with the tender duly signed by the Authorized signatory of the Company / Firm and such authorized officer of the bidder should sign the tender documents.
- 6) Quantity: The quantity may increase or decrease as per the decision of Ordering Authority and/or Tender Inviting Authority. The rates quoted should not vary with the quantum of the order.
- 7) Generic names of drugs: The bidders should quote the rates for the generic products. The generic name (Annexure), the brand name of your product and the Drug Code given in the Annexure should be clearly mentioned in the bid.



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- 8) Drug Manufacturing Licence/Import Licence: The bidder/importer should furnish photocopy of Drug Manufacturing Licence/Import Licence for the product duly approved by the Licensing authority for each and every product quoted as per specification in the tender. The licence must have been duly renewed upto date and **each item quoted shall be clearly highlighted in the licence.**
- 9) Experience/ Market Standing: Bidder or marketing firm's principal firm or direct importer's principal firm should have at least 3 years Market Standing as a manufacturer/direct importer for each drug quoted in the tender as manufacturer/direct importer. The bidder/direct importer should furnish attested photocopy of Market Standing Certificate issued by the Licensing Authority as a Manufacturer for each drug quoted for the last 3 years. In case of direct importer, evidence for importing the said items for the last three years such as bill of lading, bill of entry for last three years and certificate of analysis are to be produced as and when asked by the Tender Inviting Authority.
- 10) Proof for existence of the firm: Documentary evidence should be supplied for the constitution of the company /Firm with details of the Name, Address, Telephone Number, Mobile Number, Fax Number, e-mail address of the firm and of the Managing Director / Partners / Proprietor.
- 11) Test Analysis report (Certificate of Analysis): The Bidder must submit a Test Analysis report (Certificate of Analysis) from Government / NABL accredited laboratory as and when required by the Institute and a declaration in this regard is to be submitted by the company. In case of failure to furnish such report, the batch of drugs will be returned back to the suppliers and the bidder is bound to replenish the same with Government/NABL approved lab test report. The Drugs and medicines supplied by the successful bidder shall be of the best quality and shall comply with the specifications, stipulations and conditions specified in the tender.
- 12) Each page of the tender documents and papers should be numbered, signed and stamped by the authorized officer of the bidder in acceptance of the terms and conditions laid down by SCTIMST, Trivandrum. The Director, SCTIMST Trivandrum reserves the right to withdraw/relax/modify any of the terms and conditions mentioned in the tender document if it is felt necessary in the benefit of the Institute.
- 13) The Drugs and Therapeutics Committee of the Institute will shortlist the bidders after verification of the techno-commercial bids.
- 14) If there is more than one L1 supplier, the purchase order for the requirements will be placed among them equally.

II. OTHER TERMS AND CONDITIONS

- 1) The rates quoted and accepted will be binding on the bidder for full contract period of one year/extended period from the date of signing of agreement.
- 2) Rates quoted should be on door delivery basis at the pharmacy store of the Institute.
- 3) **Fall Clause:** At any time during the period of contract, if the price of tendered item is reduced or brought down by any law or any Act of the State Government or Central Government or by the bidder himself, or reduction in price for any other reasons, the bidder shall inform the tender inviting authority immediately and offer such reduction in the contracted prices. Tender inviting authority is empowered to unilaterally effect such reduction as



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is necessary, in case the bidder fails to notify or fails to agree for such reduction of rates.

III. AGREEMENT EXECUTION, PAYMENT TERMS AND SUPPLY TERMS

1. The successful bidder should acknowledge and unconditionally accept, sign, date and return the agreement within 15(fifteen) days from the date of issue of Letter of Acceptance (Notice of Award/Acceptance of Tender) of the contract. In case of non-receipt of acceptance within the prescribed time, it is deemed to be accepted as per the terms of conditions contained in the tender notification. No further modification will be accepted from the end of successful bidder.
2. The successful bidders will have to submit Security Deposit (SD) @ 5% of total value of selected item by Demand Draft in favour of 'Director, SCTIMST'. This deposit is refundable without any interest on successful completion of the bidder's all contractual obligations.
3. All the successful bidders will have to compulsorily register at SCTIMST Vendor Portal. All the payments will be through online payment mode only.
4. All purchases should be effected as per purchase order. **Supply of items must be as per the schedule and date of delivery (quantity and date) specified in the purchase order.** The tender inviting authority reserves the right for staggered supply, during the currency of the contract.
5. The time for and the date of delivery of drugs stipulated in the purchase order shall be deemed to be the essence of the contract and **delivery must be completed within scheduled date, which is 15 days unless specified otherwise.**
6. At the time of receipt of supply at consignee end, all drugs should have a minimum 3/4th of their shelf life.
7. If the product is not consumed within the expiry period, the supplier shall replenish with fresh stock of longer shelf life. Otherwise the expired product shall be taken back by the supplier and the value equal to the cost of the expired quantity shall be recovered from the supplier.
8. Penalty Clause:
 - a) If the supplier fails to supply the ordered quantity as per the purchase order or violates any of the tender conditions, the following action will be initiated.



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- Forfeiture of EMD/SD and/or
 - The purchase can be effected partially/ fully from other sources at the risk and cost of the successful bidders; and/or
 - The contract may be terminated.
 - If the deliveries are not effected as per schedule and due to that account, Institute is forced to buy the drugs at the risk and cost of the defaulting supplier from elsewhere, the cost towards loss or damage sustained thereby will be recovered from the defaulting company/supplier.
 - Any additional costs involved in the above process will be charged to the original supplier.
- b) Penalties are recoverable from any amount payable to the company/supplier/dealer.
9. The quantity supplied in excess of the ordered quantity will not be accepted. SCTIMST will not be responsible for the loss to the supplier and will not entertain any demand/claim.
10. No advance payment towards the costs of drugs/items will be made to the supplier.
11. The bidder submitting the tender would be deemed to have considered and accepted all the terms and conditions.
12. All correspondence after tender submission will be by e-mail only and the companies should provide their valid e-mail Id and should keep it updated.
13. The Director of the Institute reserves the right to accept or reject all or any of the tenders in whole, or in part, without assigning any reason thereof and does not bind itself to accept lowest quotations.
14. The tenders which do not fulfill the terms and conditions of the tender shall be rejected.
15. All disputes arising out of this contract, the legal jurisdiction will be Thiruvananthapuram, Kerala State, India.

This notice is being published for information only and is not an open invitation to quote in this special limited tender enquiry. Participation in this tender is by invitation only and is limited to the selected Procuring Entity's registered suppliers. Unsolicited offers are liable to be ignored. However, suppliers who desire to participate in such tenders in future bring it to the notice of Procuring Entity and may apply for vendor registration as per procedure.

Late tenders will be rejected.

Sd/-
DIRECTOR

Tender documents & software can be downloaded from below links:

1. [Annexure](#)
2. [Declaration](#)
3. [Instructions to use software](#)
4. [MedicineTender-Limited N4.jar](#) (Download this *Jar* file into a **new folder**.)

Java version 8 or higher required)