

OFFICE OF THE DIRECTOR-CUM- MEDICAL SUPERINTENDENT,
MENTAL HEALTH INSTITUTE, S.C.B. MEDICAL COLLEGE HOSPITAL, CUTTACK
Telephone: 0671 – 2414359, E-mail – *mhi.cuttack@gmail.com*

TENDER BOOK

Date of Sale Tender Documents - 01/08/2023 to 21/08/2023

Last Date of Received Tender document - 22/08/2023.

Date of Opening of Technical Bid Document - 23/08/2023 at 4.00 P.M.

Date & Time Opening of the Commercial
BID Document. - SHALL BE INTIMATED SEPARATELY.

Place of Receipt of Tender Documents/
Address for communication and place
of opening of Bids.

Office of the Director-cum-Medical
Superintendent, Mental Health Institute,
S.C.B. Medical College & Hospital, Cuttack.

Tender Call Notice

Sealed Tenders in two bid systems (Technical & Financial) separately are invited from intending medicine shop owners within 300 meters radius of SCB Medical College Hospital campus having valid drug license for 24x7 and three years experience in supplying of medicines & medical consumables to any Govt. Institute for supply of Medicines & Medical Consumables etc. to Mental Health Institute, Cuttack for round the clock on Emergency basis under Local Purchase and other welfare schemes of Govt. of Odisha as and when required by this Hospital, so as to reach the office of the Director-cum-Medical Superintendent, Mental Health Institute, SCBMCH, Cuttack by 5.00 P.M. on 22/08/2023 through Registered / Speed post only, which will be opened on 23/08/2023 at 04:00 PM in the office chamber of the Director-cum-Medical Superintendent, Mental Health Institute, SCBMCH, Cuttack. The authority reserves the right to accept/reject any/all bids without assigning any reasons thereof. No tender shall be received beyond the date and time fixed.

Documents to be submitted for empanelment of drug store:

The bidders shall submit the tender documents with technical bid in sealed envelope superscribed as Technical Bid (Cover-A) and price bid in sealed envelope superscribed as Price Bid (Cover-B), which will be kept inside single sealed envelope superscribed as "Tender for Empanelment of Medicine Stores for local purchase" on its top.

The bidders have to submit the following documents along with the tender paper in Technical Bid (Cover-A):

- a. Attested Xerox copy of valid Drug License (24x7) along with up to date valid Retention copy/Renewal copy issued by the competent authority.
- b. Attested Xerox copy of up to date IT Return Certificate for last three financial years, i.e., **2019-20, 2020-21, and 2021-22.**
- c. Attested Xerox copy of Pan Card of the shop owner.
- d. Attested Xerox copy of GST Registration Certificate.
- e. Attested Xerox copy of up to date GST clearance certificate (i.e. for 6/2023).
- f. Audited balance sheet with form 3CB and form 3CD in respect of yearly turnover of previous three successive years, i.e., **2019-20, 2020-21, and 2021-22**, which should not be less than Rs.80.00 lakh per annum.
- g. Proof of experience on supplies of medicine & medical consumables to any Govt. Institute during last 3 years in order to maintain promptness of supplies & others.
- h. Account payee DD amounting to Rs.50,000/- towards cost of EMD in favour of Director-cum-Medical Superintendent, Mental Health Institute, Cuttack should be attached with the tender paper (Cover-A).
- i. Account payee DD amounting to Rs.1,000/- (non-refundable) in favour of Director-cum-Medical Superintendent, Mental Health Institute, Cuttack / original Money Receipt against purchase of tender paper should be attached with the tender paper (Cover-A).
- j. Undertaking in the letter head of the bidder as per Annexure I.
- k. The bidder must also submit an affidavit before the Executive Magistrate that the bidder has not been blacklisted and no criminal case is pending against the bidder.
- l. Personal details of the bidder with email address to be produced.

The bidders have to submit the following documents along with the tender paper in Price Bid

(Cover-B):

- a. The bidder should furnish the excess percentage of profit claimed on purchases price of the items (in generic form) by the supplier from the Stockiest / Distributors.
- b. The bidder has to give an undertaking that the purchase price of the items are lowest in the local market.

GENERAL TERMS & CONDITIONS.

1. The chemist must hold valid license for 24 hour service as on the date of bid opening & total period of tender in specified forms for various categories of allopathic drugs issued by the Drug Control Authority of the state under the provisions of Drugs and Cosmetics Act 1940. The successful Bidder will further ensure that their licenses remain valid till the end of contract period. In case if the validity of the license expire during the tender period the tenderer must have to produce documents related to the renewal of the license otherwise it will be treated as cancelled from the tender procedure.
2. The empanelment shall be valid for a period of three years. On satisfactory performance, the empanelment period shall be extended for another year solely at the discretion of the authority.
3. The EMDs of all bidders, both successful and unsuccessful, shall be returned after finalization of tender process.
4. The drug store should have a capacity to supply not less than 90% of the commonly prescribed medicines.
5. The drug store shall have to supply all medicines & Medical Consumables immediately. The failure or refusal on chemist's part to supply the medicine incomplete within the reasonable time, the contract is liable to be terminated at Chemist risk & cost. Any additional cost involved in arranging to supply from alternative sources will be recovered from the Chemist.
6. The drug store should be within 300 meters radius (aerial) from SCBMCH campus.
7. The selected drug store for empanelment has to submit performance security of Rs. 1,00,000/- in shape of Fixed Deposit / NSC pledged in favour of the Director-cum-Medical Superintendent, Mental Health Institute, SCBMCH, Cuttack, which shall be valid through the duration of the agreement period. If the initial agreement period is extended, then the Fixed Deposit / NSC should also be similarly renewed.
8. The empanelled drug store should always provide medicines and medical consumables as per prescription with minimum six months of expiry date.
9. Any conditional tender will not be accepted and will be rejected outright.
10. The required items are to be procured on credit basis against different orders and payment will be made on receipt of the funds from the Government on submission of bills in triplicate to the Office of the Director-cum-Medical Superintendent, Mental Health Institute, SCB MCH, Cuttack after due verification from the users. The authority is not liable for delay in payment if unavoidable circumstances like paucity of funds arise at any point of time.
11. Bidders qualified after opening of the technical bid only shall be called for opening of price bids, the date and time of which shall be intimated in due course.

12. No tender beyond the stipulated date & time will be accepted, and Tenders without EMD (exempted for firms with MSME certificate) and tender paper cost will be rejected outright.
13. Original documents shall be produced for verification if asked for.
14. If any information/documents furnished by the bidders with the tender paper are found to be misleading or incorrect at any stage, their tenders will be cancelled and the said bidders shall be barred from taking part in any further tender process in subsequent years.
15. The authority at any time may ask to submit the purchase bills in original for verification, which shall be submitted by the empanelled shop immediately without fail otherwise the bill submitted thereafter will not be entertained.
16. Either the tenderer or his/her authorized representative may remain present at the time of opening of the tenders. However, their absence shall not be a bar for opening of tenders.
17. The selected bidder shall not discontinue supply during the contract period under any circumstances. Otherwise, the performance security will be forfeited and legal action as deemed proper shall be taken against the selected bidder.
18. The successful bidder shall sign a MOU/Agreement with the authority as per the said terms and conditions and anything more as decided by the authority may be included within the same.
19. The undersigned reserves the full right to accept in full or part or reject any or all the tenders without assigning any reason thereof.
20. The Authority reserves the right to terminate the Agreement during initial period after giving one month's notice. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, etc.
21. In the event of any dispute arising in respect of the clauses of the Agreement, the same shall be resolved through negotiation; however, the decision of the Authority shall be final and binding on all parties.
22. Proof of experience on supplies of medicines & medial consumables for a period of three years to any Govt. hospital. The copy of the purchase order and evidence of payment receipt is to be enclosed as such proof.
23. The suppliers should have the provisions for producing E-bill & provisions to accept the order in electronic means if required.
24. All legal disputes shall be finalized under the jurisdiction of the Hon'ble High Court of Odisha, Cuttack.

Director-cum-Medical Superintendent,
Mental Health Institute, Cuttack

UNDERTYAKLING

(To be typed in the letter head of the bidder)

I/we----- do hereby undertake that:

1. Our medicine store is within 300 meters radius (aerial) from SCBMCH Campus.
2. We shall provide all required medicines and medical consumables for the mental patients as per requisition received.

If any problem faced for late supply of medicines, I/we shall be held responsible and bear compensation as deemed suitable by the Authority of the hospital.

3. I/we shall/will have drugs not less than 90% of the commonly prescribed Psychiatric medicines, Medical Consumables, Disposable & Suture Materials etc.
4. In case of any negligence/supply of duplicate medicines, I/we shall bear the penalty charges as decided by the Director-cum-Medical Superintendent, Mental Health Institute, Cuttack.

Place :

Date:

Signature of the bidder with seal