

TENDER DOCUMENT
(On line Tender)

- (i) Sub: Supply of Medicines under retail MRP rates for the duration of two years from the date of award of Rate Contract to the MPT Hospital at Headland, Sada, Mormugao, Goa
- (ii) Ref: Tender No.MD/Pharmacy RC/2017-19/414
- (iii) EMD: Rs 1.00 Lakh (Rupees one lakhs only)

Mormugao Port Trust Hospital invites on line offers from the reputed retail pharmacies/dealers situated within the proximity of Vasco city for Supply of medicines on Rate Contract basis for duration of two years from the date of award of Rate Contract indicativevely w.f. from May 2017 to the MPT Hospital at Headland, Sada, Mormugao, Goa

The details of work are available in the tender document, which can be downloaded from MPT web site: www.mptgoa.com, IPA and NIC web sites. The eligible Bidders having valid Digital Signature Certificate can submit their offer in two cover system online through e-Procurement portal <https://eprocure.gov.in> upto last date and time of submission of tender in two cover system.

- (i) **COVER-I - TECHNO COMMERCIAL**
(Refer list of documents to be uploaded/furnished in Cover-I)
- (ii) **COVER-II - PRICE OFFER /BOQ**
(Indicating only Discount on prevailing MRP rates on all indented medicines)

The online submission will start as per the schedule given in the tender document. The tenderers are also requested to go through all the instructions, tender terms and conditions, Pre-qualification criteria, BOQ format, Tender form, List of medicines, approved brands etc in detail before submission of tender and ensure that the submission is done strictly as per the stipulated instructions to avoid disqualification. In case of any doubts in submission of tender document, same may please be get clarified in Pre-Bid meeting.

The administration reserves the right to reject any or all tenders or accept any tender wholly or in part without assigning any reason whatsoever.

(Dr. Nimish V. Pillai)
Chief Medical Officer

Annexure-B

PRE-QUALIFICATION CRITERIA

- 1 Only Reputed retail pharmacies situated within the proximity of Vasco city or the Reputed retail pharmacies /Dealers situated in Goa however having their local dispensing pharmacy unit or outlets in Vasco city, are eligible to quote.
- 2 The tenderer should have overall Annual turnover of atleast Rs. 20,00,000/- (Rupees twenty lakhs) i.e. 30% of tender annual value and should furnish their financial standings, for last two years, through audited Annual Reports (Balance Sheet and Profit and Loss Accounts).
- 3 A Certificate by the State Licensing Authority stating that the Pharmacy is in continuous profession for atleast 3 years should be furnished.

Chief Medical Officer

Annexure-C

Terms & Conditions

1. Only Reputed retail pharmacies situated within the proximity of Vasco city or the Reputed retail pharmacies/dealers situated in Goa, however, having their local dispensing pharmacy unit or outlets in Vasco city, **are eligible to quote**.
2. The cost of tender document is **Rs 500/-** (Rupees five hundred only). The tender document fees should be paid **offline** by Demand Draft drawn in favour of the Financial Advisor & Chief Account Officer, Mormugao Port Trust, Goa payable at Mormugao Harbour, Goa before opening of technical bid on the stipulated date, failing which, their offers will be ignored.
3. The total expected turnover for supply of such out-of-stock/non-stock allopathic medicines is estimated at Rs **50 lakhs** annually. **However, Mormugao Port Trust does not conform to have any obligations of meeting such targets. The estimate is only indicative.**
4. **EMD (Earnest Money Deposit):** -
 - a. The tenderers, should enter the value of 1% of the estimated value of the tender i.e. Rs 1, 00,000/- (Rupees one lakh).
 - b. The tenderer should ensure that the EMD amount is furnished before opening of technical bid on the stipulated date, failing which, their offers will be ignored.
 - c. Offers without the Earnest Money Deposit will not be considered.
 - d. The EMD of unsuccessful tenderers will be refunded after finalization of tender as per our normal practice.
 - e. The DD for the Tender Documents and EMD are to be handed over to AMM, Medical Stores, Medical Dept, Mormugao Port Trust, Headland Sada-403 804.
5. **PRICES**
 - a. The tender will be evaluated and finalized based on the **highest discount** offered by the tenderer on the prevailing M.R.P., for all the indented medicines. **No additional tax or levies will be applicable.**
 - b. The tenderer should indicate only the percentage of discount they would like to offer on the printed price (MRP) which shall be the basis for deciding the successful bidder. The same would be entered by the bidders in the prescribed excel sheet (BOQ) available in the e-Procurement portal.

- c. The discount once offered should remain firm during the validity period of the rate contract.
 - d. Offers should not contain any sort of conditional discounts based on quantity or value of order. Offers containing such conditional discounts will be rejected.
6. **QUANTITY**: The successful tenderer should confirm to supply the quantity of medicines as prescribed by the doctors in **single lot** and the qty prescribed and supplied should be entered in the issue register of medicines.
7. **DELIVERY OF MEDICINES**:
- a. The main purpose of having local dispensing unit for arranging non stock and out-of-stock medicines on door step of MPT Hospital is to avoid inconvenience to patients. The administration will therefore provide rent-free premises in Hospital building to dispense the medicines, which are prescribed by the MPT doctors/visiting doctors.
 - b. The successful Tenderer should therefore arrange to dispense the prescribed medicines from premises provided by the MPT.
 - c. The dispensing time schedule shall be from 09:00 hrs to 13:00 hrs in the morning session and 14:30 hrs to 17:00 hrs in the afternoon session.
 - d. The successful tenderer is required to depute their authorized representative, who should be not less than 18 years old, to collect the prescriptions towards out of stock and non-stock allopathic medicines, in the Port Trust Pharmacy at Headland Sada In morning session from 09:00 hrs to 12.00 hrs and dispense all such medicines latest by 14:30 hrs on the same day to avoid inconvenience to MPT patients. In the afternoon session the tenderer shall however arrange to collect all the prescription of the afternoon session by 17.00 hrs and dispense all such medicines latest by 09:30 hrs on the next working day.
 - e. The medicines prescribed for ward use i.e. for the inpatients should be dispensed on the same day or provision shall be made to collect the same from their local dispensing unit in and around Vasco in case of urgency.
 - f. In case the doctor prescribes the medicines for treating emergency/critical cases, shall however be dispensed on the same day or the patients shall be allowed to collect it from their main outlet in and around Vasco. In such exceptional cases the treating doctor will write as **most urgent** on the prescription form, which will be further endorsed by official authorized by CMO or Chief Pharmacist.
 - g. In case any of the prescribed medicines is not readily available with the tenderer, same should be arranged by the tenderer at his own cost within 24 hrs from the date of prescribing. The date of prescription and

- date & time of supply should be provided to MPT Hospital in the prescribed format.
- h. The details of all the dispensed medicines should be made available to MPT authorized Official on day to day basis in the **prescribed format both in hard as well as in soft copy**. The tenderer will be allowed to use their own computer/ printer etc in the dispensing premises to prepare all such reports with free electric connection/charges.
 - i. The items covered in the prescription are subject to inspection on receipt and the right to reject any or all the supplies which are found not according to prescription or otherwise generic or substitute or otherwise found unsuitable, is reserved and in such case, the contract is liable to be terminated, immediately.
 - j. However, in general no supply of medicines will be required on Port Holidays, Sundays and afternoon session of all Saturdays.
 - k. The unclaimed medicines along with the respective bills will be returned to the successful supplier within period of 03 days, for which no payment will be made to the successful supplier.
 - l. Receipt of the prescription and issue of medicines will be supervised by the representative of Chief Medical Officer on daily basis.
 - m. In exceptional circumstances, Chief Medical Officer or his authorized representative shall be permit the patient to collect the medicines from the supplier's outlet.
 - n. **Note: This schedule of delivery has to be accepted by the successful tenderer.**
8. **LIQUIDATED DAMAGES:** The successful supplier will have to maintain sufficient stock of the standard quality of medicines at all times to avoid inconvenience to Port Hospital beneficiaries. In the event of failure or delay in supply **more than a week from date of requisition/prescription**, liquidated damages @ 1% of the total basic value of quantity to be supplied for the day, will be levied. However, the liquidated damages will not be applicable if the medicines prescribed are not available in Goa. This fact should be brought to the notice of Chief Medical Officers well in advance.
9. **VALIDITY:** The offer should be valid for a minimum period of **180 days** from the date of opening of the tender. In the event of the tenderer withdrawing the tender before the expiry of the validity of the offer, the tender Earnest Money Deposit shall be forfeited to the Mormugao Port Trust.
10. **BILLING AND RECORDS:** The tenderer should maintain proper record of medicines supplied alongwith authenticated prescriptions of the doctors of the Port Trust Hospital and raise bills everyday along with the prescriptions, while dispatching the medicines of the same day, along with statement of summary of bills daily in triplicate in the prescribed format. These bills will be settled fortnightly on submission of original daily summary of bills initialed by

- authorized MPT official, along with all details required. The supplier has to indicate batch number and name of manufacturer, expiry date in the indents at the time of supply. Medicine prescribed should be supplied without any substitute. The life of medicines supplied should not have passed more than half in the case of short life and one year in the case of long life medicines from the date of manufacture at the time of supply.
11. **SECURITY DEPOSIT:** Within 14 days of receipt of order, the successful tenderers will have to effect a Security Deposit amounting to Rs. 5,00,000/- (Rupees five lakh only) by Demand Draft or by Bank Guarantee from a Scheduled bank in the prescribed format. The Demand Draft should be drawn in favour of the Financial Advisor & Chief Accounts Officer, Mormugao Port Trust, Goa payable at Mormugao Harbour, Goa. However, in case the Security Deposit is furnished by way of Bank Guarantee the same should be valid for a minimum period of 27 months (which is inclusive of 3 months grace period) from the date of receipt of order. In case the supplies are delayed, the Bank Guarantee should be extended for a further period as required. In case it is found that any particular medicine supplied is substandard or spurious or beyond the expiry period, the supplier is liable to be black listed for a period of 5 years besides any other appropriate legal action as admissible under the law and security deposit of Rs. 5,00,000/- (Rs. five lakhs only) will be forfeited by the Port.
 12. **AGREEMENT:** Successful tenderer will have to enter into an agreement with Port Administration within 14 days from the date of receipt of work order for satisfactory execution of the order and cost of such stamp paper shall be borne by the tenderer. The Tender conditions, conditions of the contract and Tender Form shall be part of the contract.
 13. **INSPECTION:** The medicines supplied will be inspected by our QCO/Doctors, The supplies which are found not according to description (composition)/ manufacturers/ brands of medicines or otherwise defective or substandard in quality or otherwise found unsuitable, will be rejected outright.
 14. **EXPIRY OF MEDICINES:** The supplied medicines should have sufficient shelf life at the time of supply.
 15. **The tenderers should furnish only Percentage discount applicable on prevailing MRP should be clearly mentioned in Cover- II i.e. in the price bid/BOQ.**
 16. The offer submitted should satisfy all technical specifications in the attached Annexure; else the offer is liable to be rejected.
 17. **If the offers are found to deviate from our commercial terms & conditions they are liable to be rejected.**
 18. All documentary evidence and information requested should be furnished along with your offer without fail.

19. Please note that the Port does not extend any concession such as exemption in payment of EMD, Security Deposit etc to small scale industries registered with the NSIC.
20. All Statutory requirements shall be complied with by the successful supplier.
21. The contract can be terminated by either party by giving one calendar month's notice in writing.
22. **INTEGRITY PACT**: The tenderer should comply with pre contract Integrity pact in the prescribed format.
23. **I.T. CERTIFICATE**: Tenders should be accompanied by a copy of latest Income Tax clearance Certificate or else should indicate PAN number.
24. **JURISDICTION**: In case of any dispute, the jurisdiction will be GOA only.
25. **ARBITRATION**: Except where otherwise provided in the Contract, all questions and disputes relating to the meaning of the specifications, instructions and terms & conditions herein before mentioned and as to the quality of the materials, as to any question, claim, right, matter or thing whatsoever, in any way arising out of or relating to the Contract, Specifications, estimates, instructions, orders or these conditions or otherwise concerning the works, or the execution of the same whether arising during the process of the work or after the completion or abandonment thereof shall be referred to the sole arbitration of a person nominated by the Chairman, Mormugao Port Trust, and if he is unable or unwilling to act as the sole arbitrator some other person appointed by Chairman willing to act as such arbitrator and submission shall be deemed to be submission to Arbitration under the meaning of the Arbitration & Conciliation Act 1996 or any satisfactory modification or reenactment thereof for the time being in force conclusive and binding on all parties of the Contract. The jurisdiction for arbitration will be Goa only.
26. The Administration reserves right to reject any tenders in part or in whole without assigning any reasons for doing so.
27. **This contract can be terminated by either party by giving notice of three months in advance.**

Chief Medical Officer

We here by agree to all our tender terms and conditions listed above.

Signature of Tenderer with office seal and date



TENDER FORM

To,

The Chief Medical Officer
Mormugao Port Trust Hospital,
Mormugao Port Trust
Headland Sada.

I/we _____ do hereby tender to supply and deliver to the Chief Medical Officer medicines/materials of the description and quantity at the prices and in the manner detailed in the conditions of contract through our local dispensing unit situated within the proximity of Vasco-da-Gama city limit in the manner stated in the tender terms and conditions.

I/We agree that if my /our tender is accepted in whole or in part, to execute within 14 days of communication to me /us of such acceptance an agreement for the supply of such quantity as the Chief Medical Officer may accept.

I/we agree that stamped paper and legal costs for the execution of the Agreement shall be borne by me/us.

I/We further agree, that if my/our tender is accepted to effect within 14 days of such acceptance a deposit of 5% of the value of the tender with the Financial Advisor and Chief Account Officer, Mormugao Port Trust, Headland Sada, Mormugao , Goa (in the form of Bank Guarantee from any scheduled Bank) for which the tender has been accepted.

Signature of the Contractor

Name.....

Designation.....

Address of the Tenderer.....

.....

...

Place: _____

Date: _____

Witness:

1 _____

2 _____

List of Documents to be furnished by the Bidders

In COVER-I

1. Scanned copy of DD for Tender Fee of Rs 500/-. **In PDF converted file.**
2. Scanned copy of DD for EMD amount of Rs 1.00 lakhs. **In PDF converted file.**
3. Tender Document duly signed with office seal in acceptance of all terms. **In PDF converted file.**
4. Annual turn-over Report **In PDF converted file.**
5. Valid Certificate from State Licensing Authority **In PDF converted file.**

In COVER-II

B.O.Q -in Excel spread sheet. -The Bidder to fill only discount.

ANNEXURE-A

TENDER-SCHEDULE

| Sr. No, | Particulars | Date | Time |
|----------------|---|---|-------------|
| (i) | Date of Publishing e-Tender : | 19-11-2016 | |
| (ii) | Document download start on: | 21-11-2016 | 10.00 hrs |
| (iii) | Document download ends on: | 28-12-2016 | 17.00 hrs |
| (iv) | Pre – bid meeting on: Place of Pre-Bid meeting | 20-12-2016 Office of the CMO, MPT Hospital | 10.00 hrs |
| (v) | Bid Submission start on: | 21-12-2016 | 15.00 hrs |
| (vi) | Bid submission ends on date | 28-12-2016 | 17.00 hrs |
| (vii) | Last date of receipt of DD towards Tender Document fee & EMD.along with hard copy of tender document & BOQ. | 28-12-2016 | 13.00 hrs |
| (viii) | Technical Bid Opening date | 30-12-2016 | 10.00 hrs |
| (ix) | Price-Bid Opening date | Date will be notified and informed to all bidders later on | |

Chief Medical Officer

ANNEXURE - II

PRICE BID / B.O.Q

| | | | |
|--|-----------------|-------------|----------|
| Tender Inviting Authority: CHIEF MEDICAL OFFICER-MORMUGAO PORT TRUST | | | |
| Name of Work: Rate Contract for supply of out of stock/non-stock allopathic medicines to MPT Hospital for a period of 02years.. | | | |
| Tender /Contract No: MD/RC/2017-19 /414 | | | |
| Bidder Name: | Less (-) | 0.00 | % |

SCHEDULE OF WORKS

| Sl. No. | Description of work | Qty | Unit | Estimated Value | | AMPOUNT Rs. P |
|---|---|------------------------------|------|-----------------|---------------------------|------------------|
| | | | | Figure | Words | |
| 1 | Supply of various allopathic Medicines to the MPT Hospital Pharmacy at its doorstep on daily basis, for the period of 2 years from the date of commencement of contract based on actual requirements. | LUMPSUM | Nos | 50,00,000 | Fifty lakhs only annually | |
| Total indicative estimated cost in figures | | Rs Fifty lakhs only per year | | | | |
| Discount offered on the prevailing MRP applicable to all indented medicines in figures | | | | | | |
| Discount offered on the prevailing MRP applicable to all indented medicines in words | | | | | | |