

GOVERNMENT OF WEST BENGAL
BY THE OFFICE OF THE MSVP,
SCHOOL OF TROPICAL MEDICINE, KOLKATA-700073
Email- msvp.stm@gmail.com, Phone: 033-22123697/98

NIT No: STM/DT/01/E-TENDER- 22/005/2023

Dated: 19.06.2023

Re-E-TENDER NOTICE FOR THE PROCUREMENT OF MEDICINE FOR SCHOOL OF TROPICAL MEDICINE
KOLKATA-700073
(Through Pre-qualification)(Submission of Bid through NIC e-tender portal)

The MSVP, School of Tropical Medicine Kolkata-700073, is going for re-e-tender on behalf of the Health & Family Welfare Department, Government of West Bengal for obtaining the rate of Medicines from bonafide Manufacturer/Direct Importer/Authorized Distributors. Necessary earnest money to be submitted for participation in the Tender is appended in the table below.

Exemption of EMD is applicable to agencies having valid, item specific certificate issued by appropriate authority of Govt. of West Bengal. MSMEs registered in West Bengal are exempted from submission of EMD as per Finance Department, Go WB Notification 10500-F dated 19/11/2004, but their selection would be subject to the provisions of Notification No. 6142-F(Y) dated 10/10/2017 of the Finance Department, Government of West Bengal.

Table-1

Name of the medicine	Details	Quantity Required	EMD
Abacavir(300mg)	Pack of 30 tablets per bottle Ingredients: Abacavir Sulphate IP Equivalent to Abacavir 300 mg Product shelf life: End of 2024	25000	8000/-

1. General Instructions:

In the event of e-filing, intending bidder may download the tender documents free of cost from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate or from the Health& Family Welfare Department' s website www.wbhealth.gov.in.

2. Submission of Bids:

Both Technical Bid and Financial bid are to be submitted concurrently duly digitally signed in the website <http://wbtenders.gov.in>. All papers must be submitted in English language.

3. Time Schedules:

The time schedule for obtaining the bid documents, pre bid meetings, registration with the tendering authorities, the submission of bids and other documents etc. will be as per **the list provided in clause no 23** as given below.

4. Eligibility for Quoting:

Only Manufacturers/direct Importers/Authorized Distributors are eligible for quoting the price is to be quoted in Indian Rupees including cost of insurance, packing, forwarding, freight charges, clearing charges and exclusive of GST and other taxes which are to be quoted separately in the BOQ. Agency commission is not permissible.

5. Submission of Tender:

The tender is to be submitted in Two Bid System (Technical Bid or Bid A & Financial Bid B).

(A) Technical Bid or Bid A:

(a). Statutory Cover containing the following documents:

1. COVER "A":

File containing Technical Bid only-single file with multiple scanned pages containing Statutory and My documents separately.

"BIDA": PART I

(SINGLE FILE MULTIPLE PAGES SCANNED)

Essential Requirements of the Tendering Firm for participation" shall contain all papers related to the essential requirements of the Tenderer for participation in the tender viz.

Sl. No.	Documents Description
1	Duly filled in CHECK LIST in the prescribed format. Page number of documents must be mentioned in the check list before uploading the same.
2	A Proof of submission of applicable EMD/EMD Exemption proof
3	Application in the prescribed format given in Annexure I
4	Authorization letter of signatory from Company in Annexure II
5	Copy of agreement between the manufacturer and the Distributor in Annexure III
6	No conviction certificate in the form of an Affidavit as per Annexure-IV

BIDA": PART II

Technical specifications of Instrument (in PDF format). Must mention Make, Model, exact features of the offered item against each point given in the specification chart). **Improper filling &/or suppression of facts/false statement will lead to disqualification and penalty in the form of permanent blacklisting.**

MY DOCUMENTS containing the following documents:

Essential requirements of the Tendering Firm for participation” shall contain all papers related to the essential requirements of the Tenderer for participation in the tender viz.

Sn. No.	Category	Subcategory	Subcategory Description
A	Certificates	A1. Certificates	PAN Card of the authorized signatory
			GST Registration certificate
B.	COMPANY DETAILS	B1. COMPANY DETAILS 1	Registration with Registrar of Companies(if applicable)
			Trade License in the name of participating firm
			Import License with validity (for importers)
			Recent Drug license from valid authority
			Certificate of Good manufacturing practice from the manufacturer
	C2: CREDENTIAL 2	List of purchasers in Govt. Institutions	
D.	FINANCIAL INFO	PAYMENT CERTIFICATE 1	Income Tax Returns submitted for any two of the last three Assessment years ; 2020-2021; 2021-22&2022-23
			GST Returns of any one month from any one year 2022-23
		PAYMENT CERTIFICATE 2	C.A Verified P/L Account & Balance Sheet for any two of the last three Assessment years 2020-2021; 2021-22&2022-23

(B) Financial Bid B

COVER“B”:Separate file containing financial document only.

(a)Financial Bid: BOQ in INR (in excel sheet)

The folder marked as “Financial Bid” shall contain ALL INCLUSIVE PRICE in INR only and base price along with the cost of allied works and services which are to be undertaken like cost of, packaging, forwarding, delivery charges, clearing charges of the new medicine to be purchased. **GST and any other applicable tax should be quoted separately** in the template for Bill of Quantities (BOQ). However, the L1 will be determined on base price plus admissible taxes only. GST quoted will be directly remitted to Government account as per existing norms of Finance Department.

6. Evaluation of Tender:

During tender evaluation process, “Bid A” will be opened first. Those tenderers who would qualify in the Statutory & Non-Statutory requirements on the basis of technical and commercial documents will be identified and “Bid B” i.e. financial bid of only those qualified bidders will be opened. Verification of hardcopies of the audited balance sheet and Profit & Loss Accounts of the Tenderers for any two of the

last three years will be made if deemed necessary before opening the Financial Bid (Bid B) of the technically qualified bidders. If found suitable on the basis of above pre-qualification, the tenderer quoting the lowest rate will be considered as successful.

7. Earnest Money:

EMD should be deposited online, the earnest money of the tenderer is liable to be forfeited if the tenderer withdraws his tender at any stage after opening of the tender or fails/refuses to enter into written agreement for any or all of the items of his accepted bid within the time specified when requested to do so or fails to furnish Performance Bank Guarantee within the stipulated time.

8. Rate:

The price is to be quoted in INR only including cost of insurance, entry tax, packaging, forwarding, delivery charges, clearing charges etc. The basic rate should be furnished inclusive of Transportation Cost, Insurance, Testing Charges, Incidental Charges etc. but excluding GST and any other applicable taxes etc. which should be quoted separately in the template for Bill of Quantities (BOQ).

9. Order & Supply:

In case of dissatisfaction, regarding performance of the medicine on the basis of complaint raised by the users, the authority will have the right to disapprove the offer of L1 bidder and go for the next bidder. Orders for supply of the approved products will be placed with the successful tenderers after execution of agreements and such supply shall have to be made in such installments as may be fixed or spread over the period to be specified in the supply orders to be made in pursuance of the agreements. This to be transported in such packaging so as to avoid damage to primary package of manufacturer. The successful tenderer will have to supply within the specified time schedule that had been assured at the time of selection as supplier.

10. Withdrawal/Cancellation & Purchase Policy of Tendering Authority:

The tendering authority reserves the right to withdraw any item from the tender at any stage. The selection of such item, if already made in favour of any tenderer, shall be treated as cancelled. The tendering authority reserves the right to reject or accept any tender or part thereof at any stage or to split any tender without assigning any reason. Withdrawal of tender or any revision after submission of tender by the tenderer will not be allowed.

Purchase will, however be made following the existing purchase policy of the Govt. of West Bengal and its amendment(s) made from time to time.

11. Important Instruction with regard to Submission of Tender:

The rate should be quoted in Indian Rupees for a particular brand or model (model no. of the offered item only must be mentioned in the appropriate column of the 'Tender Form'. Alternative offer will not be accepted). The tender shall be cancelled for the quotation of item without its brand name, model, model no. etc. Detail information regarding the manufacturer and the item quoted in the 'Tender Form' should be furnished.

12. Penalty Clauses:

PENALTY FOR FORMATION OF CARTEL OR FURNISHING OF FRAUDULENT/MISLEADING DOCUMENTS: If during the tender process or at any stage during the validity of the tender period, it is found that a tenderer(s) has formed a cartel in what so ever form or name to fix up the rates or suppliers to the detriment of the fairness of the tender process, penal measures shall be initiated. Similar penal measures shall also be initiated against those tenderers who have submitted false/misleading/fraudulent documents or made incorrect declarations. The penal measure will be forfeiture of Earnest Money, forfeiture of Performance Bank Guarantee if enlisted as a supplier in addition to any other legal action against the firm.

13. Appeal:

Appeal against the decision of the Medical Superintendent cum Vice Principal, School of Tropical Medicine, Kolkata and then to impose such a penalty will lie with Tender Selection Committee. Review against the decision of the Tender Selection Committee (TSC) will lie with Health & F.W. Dept. of the Govt. of W.B. The Special Secretary/Secretary/Principal Secretary will be the appellate authority within the Department of Health & Family Welfare, Government of West Bengal. Before imposing any penalty as per clause **16**, the concerned supplier may appeal to the authority citing the proper reasons for non-imposing the penalty as stated.

14. Agreement:

On a tender being accepted, intimation of acceptance will be forwarded to the tenderer by Medical Superintendent cum Vice Principal, School of Tropical Medicine, Kolkata. After communication of the same, the tenderer will have to execute agreement in the prescribed format with the Medical Superintendent cum Vice Principal, School of Tropical Medicine, Kolkata. In case any direct purchasing unit wishes to go for a separate agreement, the head of the purchasing unit must get written permission to that effect from his controlling authority. This present document and the tender forms filled in by the tenderer or copies thereof in so far as they are not inconsistent with these terms & conditions will be incorporated as part of the agreement. Such agreement will be binding on the tenderer.

15. Validity Period of Agreement:

The contract period will be for a **period 01 (one) year** from the date of finalization of tender **which can be extended for a further period of 6 months if Tender Selection Committee feels necessary**

Performance Bank Guarantee:

The performance bank guarantee will be mandatory for all suppliers and will not be waived in any case. The successful tenderers shall be required to furnish the Performance Bank Guarantee from any Nationalized/Scheduled Bank acceptable to Govt. of West Bengal for One year @ 10% of quoted base rate per item for which the tenderer has been elected as supplier. Mentioning of West Bengal Government Pooling Account for Performance Bank Guarantee No. 000605030134 IFS CodeICIC0000006MICR70229002atICICIBank, RN Mukherjee Road Branch, Kolkata on the body of Performance Bank Guarantee is made mandatory vide Finance Department GO No. 2691-F(Y) dated02/05/2017.

16. Payment Terms:

Payment will be made electronically by Govt. of West Bengal approved system after execution of due supply and successful installation as ordered, subject to:

- 16.. Submission of Performance Bank Guarantee in terms of Clause 20 and subject to penalty clause in terms of Clauses16.
- ii. Supply of the materials as per specification as provided in the tender documents and the catalogue. Supply of the materials must be made within the stipulated period as specified in the work orders.
- iii. On being selected, the successful vendors will have to submit an application to the Director, School of Tropical Medicine, Kolkata stating the name of the payee/recipient, Bank account nowwithIFScodeofthepayee/recipientformakinge-payment.Paymentwillonlybereleasedaftersatisfactoryinstallationandverificationoffollowingitems-

1. Supplier's invoice in original
2. Challan
- 3 Any other thing of importance on the discretion of College Authorities

17. Dates & Information:

S. No	Items	Dates
1.	Date of uploading of N.I.T. Documents (online) from this end.	21.06.2023, 12.00 Noon
2.	Documents download start date (Online)	21.06.2023, 12.00 Noon
3.	Bid Submission starting (Online)	21.06.2023, 12.00 Noon
4.	Bid Submission closing (Online)	28.06.2023 at 12.00 Noon
5.	Bid opening technical bid(online) (Bid A)	30.06.2023 at 12.00 Noon
6.	Date of uploading list for Technically Qualified Bidder (online) (Bid A)	03.07.2023 onwards
7.	Date & for opening of Financial Proposal (Bid B) (Online)	To be declared later
8.	Date of uploading of list of bidders along with the approved rate	To be declared later

MSVP, School of Tropical Medicine, Kolkata, reserves the right to change the above schedule in case of any exigencies after putting up a notice in the departmental website and Notice Board of School of Tropical Medicine, Kolkata.

24. Validity of Tender:

- i. The tender will remain valid up to 1 (one) year from the date of finalization of the tender, which can be extended for a period of 6 months. Any objection raised by any bidder in this respect will not be entertained. No informal tenderer will be entertained in the bid further.**
- ii. During the scrutiny, if it comes to the notice of tender, inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice.
- iii. Prospective bidders must take training from authorized agencies before submission of their bids.
- iv. The Tender Selection Committee reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

CHECKLIST

(MUST BE PROPERLY FILLED)

NOTE: For Non applicability for some documents please mention " NA" in the checklist.

Sl. No	Particulars	Pl put tick or NA	Page No.
1	Duly filled in CHECK LIST in the prescribed format. Page number of documents must be mentioned in the check list before uploading the same.		
2	A Proof of submission of applicable EMD/ MSME Proof		
3	Application in the prescribed format given in Annexure I		
4	Authorization letter of signatory from Company in Annexure II		
5	Copy of agreement between the manufacturer and the Distributor in Annexure III		
6	No conviction certificate in the form of an Affidavit as per Annexure-IV		
7	PAN Card of the authorized signatory		
8	GST Registration certificate		
9	Registration with Registrar of Companies(if applicable)		
10	Valid and Current Trade License in the name of participating firm		
11	Certificate of Good Manufacturing Practice from manufacturer		
12	Current Drug License from valid authority		
11	Import License with validity (for importers)		
12	List of purchasers in Govt. Institutions		
13	Income Tax Returns submitted for any two of the last three Assessment years 2020-2021; 2021-22&2022-23		
14	GST Returns of any one month from any one year 2022-23		
15	C.A Verified P/L Account & Balance Sheet for any two of the last three Assessment years 2020-2021; 2021-22&2022-23		

Medical Superintendent cum Vice Principal

School of Tropical Medicine

Kolkata

ANNEXURE-I

APPLICATION FORMAT

(To be furnished in the Company's official letter pad with full address and contact no etc)

To
The Medical Superintendent cum Vice Principal,
School of Tropical Medicine,
Kolkata- 700073.

Sub: Tender No.....Dt.....

Ref: -

Sir,

Having examined the pre-qualification & other documents published in the N.I.T, I /we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me/ us on behalf of..... In the capacity of duly authorized to submit the offer. The authorization letter from the Company is attached in Annexure II.
 2. We accept the terms and conditions as laid down in the NIT mentioned above and declare that we shall abide by it for throughout the tender period and its extensions, if any.
 3. We are offering rate for the following item /items and assured supply to the Health &Family Welfare Department, Government of West Bengal as per Table-1 (Kit Specification)
 4. A . We propose that the order and bills should be raised in our name. For liasoning, we have appointed M/S having its office at
..... (Address, contact no and e mail address) as C&F agent/Liasoner/Contact person/ Others (strike ou t whichever is not applicable)as per clause o f the NIT
OR
b. We propose that order and bill should be raised in favour of our authorized distributor. For that purpose, we have appointed M/S having its office at
..... (Address with contact no and e mail address) as authorized Distributor who will receive order and payment in his name on our behalf.
c. The agreement between ourselves and the distributor/C&F/Liasoner & other documents as prescribed is attached in annexure III In the event of being selected, supply will be made within the stipulated period excepting the condition which is beyond our control.
1. We understand that:
 - (a) Tender Selection Committee/ H&FW Dept can amend the scope & value of the contract bid under this project.
 - (b) Tender Selection Committee/H&FW Dept. reserves the right to reject any application without assigning any reason.

Date:-

Mobile:
E mailID:

Contact details -

Signature of
applicant including
title and capacity
in which
application is
made.

Annexure II
FORMAT

Authorization letter in favour of the applicant (other than Managing Director/ Proprietor)
–from the competent authority.

(TobefurnishedintheCompany’sofficialletterpadwithfulladdressandcontactno,EmailAddressetc)

(TOWHOMITMAYCONCERN)

This is to certify that M r./Mrs..... (Name),An employee of this Organisation as
.....(Official Designation) is hereby authorized to submit tender online, Vide NIT No.....,Dated on
behalf of the Organisation.

Signature of the competent authority with Seal

.....
(Signature of the Authorized Person)

Signature of Mr./Mrs.....

.....is hereby attested

Annexure-III

- a. Copy of agreement between the Manufacturer and the Direct Importer/Distributor in Annexure-III

ANNEXURE-IV
Draft Affidavit Proforma

I, Sri/Smt.....

The Managing Director/Proprietor (etc.) of the
 Firm.

..... (Name of the firm)

At(address).....

P.O.....

P.S.....Dist.....

Do hereby solemnly affirm and declare as follows:

- a. That I am not under conviction of any offence making myself liable to be disqualified to supply kits and consumables .to any Govt. or Govt. undertaking/Organization/Institution in the State of West Bengal or other State or States.
- b. My Firm has not been blacklisted at present as a whole or for any item/ items as quoted in this tender by any Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States in India.
- c. That no case is pending against me or against my Firm in any criminal court of law in connection with the supply of Surgical/hospital equipment/Instruments to the Govt. or Govt.undertaking Organization/Institution in the State of West Bengal or other State or States(If any case is pending, pl state the details).
- d. *That, I declare that the item or items quoted by me confirms the specification given in the NIT document or higher standard relating to the specification is provided.*
- e. The duly authenticated Technical Data Sheet is uploaded conforming to the prescribed standard.
- f. That, I also declare that if any information subsequently found incorrect or false will automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country.
- g. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine & correct.