



কোলকাতা পোর্ট ট্রাস্ট KOLKATA PORT TRUST

Notice Inviting Advertised E-Tender For Enlistment of Vendor for Supply and Delivery of Emergency Medicines / Chemicals / Surgical & Dressing Articles etc. on Two Years Rate Contract Basis

Tender No. MED / PR / ADVT / 290 / 18- 20 / 853

Date: 12 / 07 / 2018

Medical Department of Kolkata Port Trust invites Offers against e-Tender under single stage two part system **(Part I: Techno-Commercial Bid and Part II: Price Bid)** from the bona fide suppliers for Enlistment for Supply & Delivery of Emergency Medicines / Chemicals / Surgicals & Dressing Articles etc. on Two Years Rate Contract basis fulfilling the eligibility criteria mentioned below and in accordance with the Notice Inviting Tender, Instruction to Tenderers, Special Conditions of Contract & **APPENDIX -B.of price bid**

Bid Document may be downloaded from MSTC website www.mstcecommerce.com/eprochome/kopt and KoPT website www.kolkataporttrust.gov.in or Central Public Procurement Portal www.eProcurement.gov.in. Corrigenda or Clarifications, if any, shall be hoisted on the above mentioned websites only. **Hence all the intending bidders are advised to keep close watch on the above mentioned websites in their own interest.**

Medical Department of Kolkata Port Trust who are intending to enter into the Tender for **Enlistment of Vendor for Supply of Emergency Medicines / Chemicals / Surgical & Dressing Articles etc. on Two Years Rate Contract Basis** hereinafter referred to as "Buyer" or "Principal" or "KoPT" and the MSTC Ltd. the Service Provider to conduct e-tender as "MSTC".

SCHEDULE OF TENDER

1.	TENDER NO.	MED / PR / ADVT / 290 / 18-20 / 853 Dated 12 / 07 / 2018
2.	MODE OF TENDER	e-Procurement System Online submission of Part I - Techno-Commercial Bid and Part II - Price Bid through www.mstcecommerce.com/eprochome/kopt of MSTC Ltd. The intending bidders are required to submit their offer electronically through e-tendering portal. No physical tender is acceptable by Kolkata Port Trust.
3.	E-Tender No.	KOPT/KOLKATA DOCK SYSTEM/MED/9/18-19/ ET/ 220
4.	Date of publication of e-Tender through Newspaper insertion, publication in KoPT & MSTC websites and Central Public Procurement Portal	25 / 7 / 2018
5.	Date of availability of NIT to the Vendors for downloading.	25/ 7 / 2018
6.	Date of Offline Pre-Bid meeting	10/ 8 / 2018
7.	Earnest Money Deposit	"Earnest Money Deposit" of Rs.40,000.00



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		<p>(Rupees forty thousand) only may be remitted at least three days advance from the date of closing of Online e-Tender for submission of Techno-Commercial Bid by NEFT / RTGS to Kolkata Port Trust Bank Account No. 227002000000018 with Indian Overseas Bank, KPT Fairlie Place Extension Branch. IFSC Code No. IOBA 0002270</p> <p>Please furnish the following details while remitting the amount: Name of Bidder: Bank Name: Tender No.: Tender Date: Name of the Tendering Dept. UTR No.:</p> <p>After the award of the contract, the Earnest Money will be refunded without interest on application to all unsuccessful bidders. The Earnest Money so deposited by the bidder/s and enlisted through the Tender shall be kept with KoPT till the completion of the Contract period and will be returned without interest after one month from the successful completion of the Contract period.</p>
8.	Tender Cost	<p>"Tender Cost" of Rs. 590 (Rupees Five hundred and ninety only) including 18% GST may be remitted at least three days advance from the date of closing of Online e-Tender for submission of Techno-Commercial Bid by NEFT / RTGS to Kolkata Port Trust Bank Account No. 227002000000018 with Indian Overseas Bank, KPT Fairlie Place Extension Branch. IFSC Code No. IOBA 0002270</p> <p>Please furnish the following details while remitting the amount:</p>



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		Name of Bidder: Bank Name: Tender No.: Tender Date: UTR No.: Name of the Tendering Dept. Centenary Hospital, Medical Dept., KoPT
9.	Last date of submission of EMD & Tender Cost to KoPT.	14 / 8 / 2018 up to 14.00 Hrs.
10	Estimated cost of the tender	Rs. 20,00000/-
a)	The vendors shall enter the EMD & Tender Cost details by using the "EMD & Tender Cost" Link under "My Menu" in the vendor login. The vendors have to mention the particular tender No. in which they want to participate against the EMD & Tender Cost. The vendors are required to fill up the transaction details, namely the Tender No. & Date, UTR No., and Amount against the EMD & Tender Cost separately in the given fields.	
b)	EMD & Tender Cost deposited from any other party will not be accepted. Tender Cost is non-refundable.	
11	Transaction Fee	Rs. 1000/- (Rupees One Thousand) only excluding of GST . Payment of Transaction Fee by NEFT / RTGS in favour of MSTC LIMITED.
12	Last date of submission of Transaction fee t in favour of MSTC Limited, Kolkata.	Three working days before the last date of closing of online bidding for the e-Tender.
12.	Date of Starting of e-Tender for submission of Online Techno-Commercial Bid and Price Bid at www.mstcecommerce.com/eprochome/kopt	25/ 7/ 2018 at 14.00 hrs.
13.	Date of closing of Online e-tender for submission of Techno-Commercial Bid & Price Bid at www.mstcecommerce.com/eprochome/kopt.	16 / 8 / 2018 at 15.00 hrs.
14.	Date & time of opening of Part-I (Techno-Commercial Bid)	16 / 8 / 2018 at 15.30 hrs.
15.	Date & time of opening of Part-II (Price Bid)	Shall be informed separately.

Note: 1. In the event of any unforeseen closure of work / holiday on any of the above days, the same will be opened / held on the next working day without any further notice.



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2. Under no circumstances the Due Date of the Tender will be extended.

A) Important Instructions for E-procurement

This is an e-procurement event of Kolkata Port Trust. The e-procurement service provider is MSTC Ltd. of 225C, A.J.C. Bose Road, Kolkata-700 020.

You are requested to read the Terms & Conditions of this tender before submitting your online tender. Tenderers who do not comply with the Conditions with documentary proof (wherever required) will not be considered qualified in the Tender for opening of Price Bid.

1. Process of E-tender:

(A) **Registration:** The process involves vendor's registration with MSTC e-procurement portal which is free of cost. Only after registration, the vendor(s) can submit his/their bids electronically. Electronic Bidding for submission of Techno-Commercial Bid as well as Price Bid will be done over the internet. The Vendor should possess Class III signing type Digital Certificate. Vendors are to make their own arrangement for bidding from a P.C. connected with Internet. MSTC is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).

SPECIAL NOTE: THE PRICE BID AND THE TECHNO-COMMERCIAL BID HAS TO BE SUBMITTED ON-LINE AT www.mstcecommerce.com/eprochome/kopt

- 1) Vendors are required to register themselves online with www.mstcecommerce.com → e-Procurement → PSU / Govt. depts. → Register as Vendor under KoPT - Filling up details and creating own user id and password → Submit.
- 2) Vendors will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form.

In case of any clarification, please contact KOPT / MSTC (before the scheduled time of the e-Tender).

Contact person (Medical Dept. KoPT):

1. Shri D. Bakshi
Administrative officer
Mobile No. 9674720071

2. 3. Dr. Sunil Bisui
Sr. Medical Officer
Mobile No. 9432010450

3. Shri. S.K. Joshi
Dy. Materials Manager
No. 033- 71003641

Contact person (MSTC Ltd):

1. Mr. S. Mukherjee
DM (E-commerce)
Mobile- 07278030407

Ms Sumona Maity
AM (E-Commerce)
Mobile-09831155225

Email: smukherjee@mstcindia.co.in

Email: smaity@mstcindia.co.in

Landline: (033) 22901004

(B) System Requirement:



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- i) Windows 7 or above Operating System.
- ii) IE-7 and above Internet browser.
- iii) Signing type digital signature
- iv) JRE 8 update (x86 offline) software to be downloaded and installed in the system. Security level should be medium

To disable "Protected Mode" for DSC to appear in the signer box following settings should be applied:-

- Tools=>Internet options=> Security=> Disable protected mode if enabled - i.e. remove the tick from the tick box mentioning "Enable Protected Mode"
- Other settings:
Tools =>Internet Options General=>Click on settings under "browsing history/delete browsing history"=> Temporary Internet Files=> Activate" Everytime I visit the webpage"

To enable ALL active X controls and disable 'use pop up blocker' under Tools → Internet Options → custom level (Please run IE settings from the page www.mstcecommerce.com once)

- 2 **Part-I:** Techno-Commercial bid will be opened electronically on specified date and time as given in the NIT. Bidder(s) can witness electronic opening of bid.
- 3 **(Part-II:** Price bid will be opened electronically of only those bidder(s) whose Part I Techno-Commercial Bid is found to be Techno-Commercially acceptable by KoPT. Such bidder(s) will be intimated the date of opening of Part II Price bid, through valid email confirmed by them.

All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.

- 4 **Special Note towards Transaction Fee:** The vendors shall pay the Transaction Fee using "Transaction Fee Payment" Link under My Menu in the vendor login. The vendors have to select particular tender from the event dropdown box. The vendors shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT , the vendor shall generate challan by filling up a form .The vendor shall remit the transaction fee amount as per details printed on the challan without making change in the same. On selecting On line Payment , the vendor shall have the provision of making payment using Credit/ Debit card/ Net banking. Once the payment gets credited to MSTC's designated bank account, the transaction fee shall be auto authorized and the vendor shall be receiving a system generated mail.

Transaction fee is non- refundable



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A Vendor will not have the access to online e- tender without making the payment towards the transaction fee.

Then, the page appears where the vendors are required to fill up the transaction details, namely the UTR No, Date of Transaction, and the Remitting Bank in the given fields and then click on the "Confirm" Button".

NOTE : The bidders should submit the Transaction Fee well in advance before the last date of submission of tender as they will be activated for bid submission only after receipt of transaction fee by MSTC.

Contact Details:

Fax No. : 033- 22831002

Email ids:

- a. sanjibpoddar@mstcindia.co.in,
- b. arindam@mstcindia.co.in,
- c. rpradhan@mstcindia.co.in,
- d. smukherjee@mstcindia.co.in.

Bidders may please note that the Transaction Fee should be deposited by debiting the A/C of the bidder only, Transaction Fee deposited from or by debiting any other party's a/c will not be accepted. Transaction fee is non-refundable.

In case of failure to submit the payment towards Transaction fee for any reason, the vendor, in term, will not have the access to online e-tender.

In case of failure to submit the payment towards Tender Cost & EMD for any reason, the vender, in term, will not have the access to on line e-Tender and no correspondence in this respect will be entertained and KoPT will not be responsible for any such lapses on this account. Bidder(s) are advised to make remittance of Tender Cost and EMD well in advance and verify completion of transaction in respect of Tender Cost and EMD.

Vendors are instructed to use link in **My Menu** to **Upload Documents** in document library. Multiple documents can be uploaded. Maximum size of single document for upload is 5 MB.

Once the documents duly **Notarized** are uploaded in the library, vendors can attach documents through **Attach Document** link against the particular tender. For further assistance please follow instructions of vendor guide.

- 5** All Notices / Corrigendum and correspondence to the bidder(s) shall be sent by email only during the process till finalization of tender by KoPT. Hence the bidders are required to ensure that their Corporate email I.D. provided is valid and updated at the stage of registration of vendor with MSTC (i.e. Service Provider). Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).



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6 E-tender cannot be Accessed after the due date and time mentioned in NIT.

7 Bidding in e-Tender:

- a. Bidder(s) need to submit necessary EMD, Tender Cost and Transaction Fees for getting eligibility to bid online in the e-tender. Tender fees and Transaction fees are non refundable. No interest will be paid on EMD. EMD of the unsuccessful bidder(s) will be refunded by KoPT.
- b. The process involves Electronic Bidding for submission of Techno Commercial Bid as well as Price Bid.
- c. The Bidder(s) who has submitted the above fees can only submit their Techno Commercial Bids and Price Bid through internet in MSTC website www.mstcecommerce.com → e-procurement → Psu / Govt depts. → Login under KOPT → My Menu → Auction Floor Manager → live event → Selection of the live event.
- d. The Bidder should allow running **JAVA application**. This exercise has to be done immediately after opening of Bid floor. Then they have to fill up Common terms / Commercial specification and save the same. After that clicking on the Techno-Commercial bid, if this application is not run then the bidder will not be able to Save / Submit his Techno-Commercial bid.
- e. After filling the Techno-Commercial Bid, bidder should click '**SAVE**' for recording their Techno-Commercial bid. Once the same is done, the Price Bid link becomes active and the same has to filled up and then bidder should click on "**SAVE**" to record their Price Bid. Then once both the Techno-Commercial bid & Price Bid has been saved, the bidder can click on the " Final submission " button to register their bid.
- f. Vendors are instructed to use Attach Doc button to upload documents. Multiple documents can be uploaded.
- g. In all cases, Bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid.
- h. During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else.
- i. The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
- j. All electronic bids submitted during the e-tender process shall be legally binding on the bidder. Any bid will be considered as the valid bid offered by that bidder and acceptance of the same by the Buyer will form a binding contract between Buyer and the Bidder for execution of supply. Such successful Bidder shall be called hereafter "**SUPPLIER**".
- k. It is mandatory that all the bids are submitted with Digital Signature Certificate otherwise the same will not be accepted by the system.



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- l. Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.
- m. No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any bidder confirms his acceptance of terms & conditions for the tender.
- n. Unit of Measure (UOM) is indicated in the e-tender Floor. Rate to be quoted should be in Indian Rupee as per UOM indicated in the e-tender floor / tender document.

8 Any order resulting from this open e-tender shall be governed by the terms and conditions mentioned therein.

9 No deviation to the technical and commercial Terms & Conditions will be allowed.

10 KoPT has the right to cancel this e-Tender without assigning any reason thereof.

The online tender should be submitted strictly as per the Terms & Conditions and procedures laid down in the website www.mstcecommerce.com/eprochome/KoPT of MSTC Ltd.

The bidders must upload all the Documents (duly Notarized) required as per the terms of NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.

The Bid will be evaluated based on the filled-in technical & commercial formats.

The Documents uploaded by bidder(s) will be scrutinized. In case any of the information furnished by the bidder is found to be false during scrutiny, EMD of defaulting bidder(s) will be forfeited. Punitive action including suspension and banning of business can also be taken against defaulting bidders.

- 11 Bidders are requested to read the vendor guide and see the video in the page www.mstcecommerce.com/eprochome/KOPT of MSTC Ltd. to familiarize them with the system before bidding.

B. COMMERCIAL TERMS & CONDITIONS

Concurrence and remarks for all Commercial Terms & Conditions will be taken Online. Upload supporting Notarized Documents wherever necessary. No hardcopy for the same needs to be submitted. If required, the Bidder/s may be asked to produce the Original documents before the Tender Committee for verification purpose only.

1. AVAILABILITY OF THE TENDER DOCUMENT:

Tender Document may be downloaded from KoPT Website: www.kolkataporttrust.gov.in / Central Public Procurement Portal www.eProcurement.gov.in or www.mstcecommerce.com/eprochome/KOPT of MSTC Ltd.

EXEMPTION FROM PAYMENT OF COST OF TENDER DOCUMENT AND EMD:



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For Micro & Small Enterprises (MSE's) registered with NSIC:

- i. Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) for the tendered out item are exempted from depositing of Tender Cost and Earnest Money having valid NSIC Certificate for MSEs along with DIC's (DISTRICT INDUSTRIES CENTRE) Certificate.
- ii. Micro & Small Enterprises (MSE's) registered with NSIC under Single Point Registration Scheme (SPRS) are eligible to get the benefits under new Public Procurement policies for MSEs as notified by Govt. of India, Ministry of Micro, Small & Medium Enterprises (MSME) vide Gazette Notification dt. 26/03/2012.
- iii. When splitting of tender quantity is not possible purely on technical ground, trustees reserve the right not to negotiate price with MSE if their price is within the band of L1+15% in comparison with L1 price of non-MSE for consideration of award of order for 20% of tender quantity against any item as per new public procurement policy.
- iv. If Micro & Small Enterprises (MSE's) registered with NSIC intends to participate in the tender, for the items they are not registered with NSIC, then they will have to deposit Tender Cost, full amount of Earnest Money as per NIT. Otherwise their offer against the tender will not be considered.
- v. Copy of valid NSIC Certificate for MSEs along with DIC's (DISTRICT INDUSTRIES CENTRE) Certificate has to be submitted along with the Bid.
- vi. SSI Units registered with NSIC under single point registration scheme for the tendered out item will be exempted from deposit of the Cost of Tender document on submission of valid supporting document(s).

2. ELIGIBILITY TO BID:

In order to be eligible to submit bid, the intending bidder will have to upload following Documents (duly Self Attested):

- a) The intending Bidder should have the establishment for supplying of the tendered out items at the vicinity within (5 KM) of Centenary Hospital. Documentary evidences viz. Trade License / Drug license etc. has to be provided in support of the same.
- b) Declaration regarding acceptability of **Supply and Delivery of Emergency Medicines / Chemicals / Surgical & Dressing Articles etc.** within the minimum time schedule as specified in the Tender.
- c) Company Particulars (as per **Appendix 'A'**) and documents as mentioned in Clause 3 of NIT



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- d) Trade License / Certificate of Incorporation, Sales Tax / GST Registration Certificate, Income Tax PAN / TAN, Service Tax Registration Certificate.
- e) Name with Mobile No. of the Contact Person.
- f) Audited Balance Sheets and Profit & Loss A/C for the last 3 years ending on **31st March 2017**.
- g) Financial Statement showing average Annual Financial turnover during the last 3 years ending **31st March 2017** being at least Rs. **6** lacs.
- h) Experience of having three or two or one completed "**similar work**" contract carried out satisfactorily during the last seven years ending on **MARCH 2018** costing not less than the amount as mentioned below:
 - (i) Contract value **Rs. 8.00 lacs** each in case of **THREE** contracts OR
 - (ii) Contract value Rs. **10.00 lacs** each in case of **TWO** contracts, OR
 - (iii) Contract value Rs. **16.00 lacs** each in case of **ONE** contract
- i) ESI Registration No.
- j) EPF A/c. No.
- k) The complete NIT duly signed (with seal and date) by the authorized signatory of the bidder on each page.
- l) **Unconditional Acceptance of all the Conditions of the Notice Inviting Tender** in a separate letter.
- m) **At least two self attested Order Copies and related Performance Certificates for successful execution of supply of similar tendered out items preferably to Govt. Hospitals or Private Hospitals of repute issued by the competent authority of the said Hospitals in their own letter-head.**

Note:

1. "similar works" means: Supply & Delivery of similar types of Medicines / Chemicals / Surgical & Dressing Articles etc to Medical Institution of repute (preferably in Govt. Institution)
2. In case (i) and (j) are not applicable, the bidder should submit duly Notarised Affidavit affirming the same.

3. **PRE BID MEETING:**

Offline Pre-bid meeting will be held on 10/ 8 / 2018 at 11.00 a.m. in Centenary Hospital, KoPT at 1, Diamond Harbour Road, Majherhat, Kolkata - 700 053.



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The Trustees' will not recognize any assignment or endorsement in favour of third party of any order arising out of this tender other than the awarded Contractor.

The issuing authority reserves the right to **ACCEPT / REJECT** any or all tenders without assigning any reason whatsoever.

4. REQUIREMENT OF VENDOR :

1. P.C. connected with Internet.
2. Registration with portal www.mstcecommerce.com/eprochome/kopt.
3. Submission of Tendering Fees to MSTC Ltd. before e-tender.
4. **Class 2 or Class 3 digital certificates in the name of the Company of the vendor (in the name of the Company who will be submitting the EMD & General Information). This may be obtained from any of the certifying authorities. Bids will not be recorded without Digital Signature.**

Note: Please check the Digital Certificate. In case of any clarification please contact MSTC Ltd., before the scheduled time of the e-tender.

5. INSTRUCTIONS TO BIDDER:

- 5.1 Tender for the above work should be submitted in accordance with the **Special Conditions of Contract & General Conditions of Contract. The Special Condition of Contract will prevail over and above the General Conditions of Contract.**
- 5.2 Any clarification with regard to interpretation or ambiguities discovered or pointed out after the issue of the tender documents but prior to submission of tenders as to the meaning, conditions or instructions contained in any of the issued documents, shall be valid only when such a clarification is issued in writing by the officer issuing the Notice Inviting Tender. Any such written clarification or amendment shall be hoisted in website of KoPT, MSTC & CPP Portal. **Hence all the intending Bidders are advised to keep close watch on the website of MSTC / KoPT / CPP Portal in their own interest.**
- 5.4 **Earnest Money:** Earnest Money Deposit of **Rs.40,000.00** (Rupees Forty thousand only) may be remitted by RTGS / NEFT.

After the award of the contract, the Earnest Money will be refunded without interest on application to all unsuccessful bidders. The Earnest Money of the successful enlisted bidder shall be converted and shall be retained with KoPT **as Security Money** till the completion of the Contract period. In case the successful bidder fails to accept the Contract the EMD so converted and kept with KoPT will be forfeited. The Kolkata based Bidders shall provide the Bank account details for refund of the EMD through ECS. Wherever ECS facility is not



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available, the EMD will be refunded through NEFT / RTGS for which Bank Charges is to be paid by the bidder, necessary information in this regard need to be furnished by the Bidders.

5.5 Each page of the NIT (Page 1 to 19) must be signed with seal and date by the authorized signatory of the bidder and must be submitted along with the tender.

Note:

1. **Exemption from depositing of Tender Cost and Earnest Money for Micro & Small Enterprises (MSE's) registered with NSIC. (See Note under Para 2 above).**
2. **Bidders registered with DGS&D and SSI Units registered with NSIC under single point registration scheme will be exempted from deposit of Earnest Money on submission of valid supporting document(s).**

5.6 Site Visit: ALL INTENDING Bidders may visit the site at their own expense, prior to submission of tender for assessing the job requirement under consideration for the above contract with the prior permission from the Chief Medical Officer. No clarification will be made to the intending Bidder regarding location site after this and the decision of the Chief Medical Officer, Kolkata Port Trust shall be final & binding in this regard.

6. AMENDMENT OF TENDER DOCUMENTS:

- a) **At any time prior to the deadline for submission of tenders, the Chief Medical Officer for any reason whether at his own initiative or in response to a clarification required by a prospective Bidders may modify the Tender Documents.**
- b) **The amendment shall be part of the Tender Documents and will be notified by publication in the MSTC's / KoPT's website / Central Public Procurement Portal and will be binding on the prospective Bidders.**
- c) **All the intending Bidders are advised to keep close watch on the website of MSTC / KoPT / CPP Portal in their own interest.**

7. INSTRUCTIONS TO BIDDER:

- 7.1** The tender document is not transferable. No Bidder is allowed to submit more than one TENDER.
- 7.2** Power of Attorney: Tender shall be signed by the bidder or a person, duly authorized to sign on behalf of the bidder. Written Power of Attorney accompanying the offer shall indicate such authorization which should be enclosed in Cover-1.



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- 7.3** Tender for the above work should be submitted in accordance with the Special Conditions of Contract. The provisions as made in the Trustees' General Conditions of Contract shall prevail over / in addition to the **Special Conditions of Contract** mentioned herein under.
- 7.4** Any clarification with regard to interpretation or ambiguities discovered or pointed out after the issue of the tender documents but prior to submission of tenders as to the meaning, conditions or instructions contained in any of the issued documents, shall be valid only when such a clarification is issued in writing by the officer issuing the Notice Inviting Tender. Any such written clarification or amendment shall be distributed to each intending bidder.

SPECIAL CONDITIONS OF CONTRACT:

- a) **DELIVERY:** The firm may be asked to supply the medicine(s) etc. over phone followed by a formal requisition / order or by placement of requisition / order depending on the urgency of requirement. The firm should be contactable over phone 24 hrs. a day throughout the year and should be able to supply the medicines at the earliest possible time in case of emergency and in any case not later than 4 hrs. In other not so emergent cases the supply should be completed within 6 hrs. from the placement of order and not later than 24 hrs. The written formal order will follow to regularize the supply made against order over phone. Supplies of medicine(s) etc. has / have to be made with adequate Shelf Life, to the Centenary Hospital of KoPT on free delivery basis. The articles with short shelf life may be rejected at the sole discretion of the Medical Superintendent.

- b) **FORCE MAJEURE:**

In the event, the contractor / KoPT being prevented from fulfilling its obligation or part thereof arising out of this contract, due to any Force Majeure event like acts of God (flood, earthquake etc) or war, civil commotion, strike etc., the affected party shall forthwith but in no case later than 48 hours from the commencement of such event, intimate the other party as to the commencement of such event and continue to intimate after every 7 days during continuance of such event. The affected party shall upon cessation of such event, promptly informs the other party and shall commence its obligation in part or in full arising out of this contract that was kept suspended due to such events of Force Majeure.

- c) **RISK PURCHASE CLAUSE:** Any default in the supply or failure to deliver an approved quality or ordered material within the time stipulated may involve purchase of the whole or any portion of the supply remaining undelivered or unapproved from any other source at the risk and expenses of the defaulting Supplier.

- d) **LIQUIDATED DAMAGE:**

On receipt of Award of Contract, if the Contractor fails to carry out the contract within the delivery period, or such extension thereof as communicated by the Chief Medical Officer in writing, the Contractor shall pay as compensation (Liquidated Damage) to KoPT and not as a



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penalty, ½ % (half percent) of the total value of work (Contract Price) as mentioned in the letter of acceptance of the tender/offer, for every week of delay or part thereof provided always that the amount of such compensation shall not exceed 10% of the said value of work. GST at applicable rates will be deducted on L.D. amount.

- e) **EVALUATION CRITERIA**: Evaluation of the techno-commercially qualified offer/s will be made on the basis of the **Highest Rate of Discount on M.R.P.** plus Taxes offered by the firm and enlisted on that order.
- f) **PAYMENT**: Payment will be made against Monthly bill of the Supplier through ECS / NEFT or RTGS within one month from the date of submission of the Bill correct in all respect, for the supplied medicines etc. during the relevant period against valid orders placed.

No advance payment will be made to the firm in any circumstances.
- g) **VALIDITY**: Offer should remain valid for the entire period of the Contract.
- h) **TERMINATION OF CONTRACT**: The contract may be terminated with one month's notice from either side.
- i) **ARBITRATION**: Disputes if any arising out of this agreement will be settled by arbitration and the decision of the Arbitrator shall be final and binding on both parties.
- j) **JURISDICTION**: The contract will be governed by all relevant Indian Acts applicable only within the jurisdiction of the High Court at Kolkata.

Sr. Dy. Chief Medical Officer (I)
For Chief Medical Officer



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ANNEXURE A

Tentative list (Not Exhaustive one) of Emergency Medicines/ chemicals/ surgical & dressing items, which may be drawn against tender no MED/ PR/ADVT/290/18-20/853. In addition to that other items also may be drawn in case of exigencies.

SL NO	NAME OF MEDICINES	REMARK
1	ADENOSINE 6MG INJ	
2	ADRENALINE 1ML INJ	
3	AMINOPHYLLINE INJ	
4	AMIODARONE INJ	
5	ANAESTHETIC EATHER	
6	ATRAURIUM 2.5 MG AMP INJ	
7	ATROPINE SULPHATE 0.6MG INJ	
8	BISACODYL 5MG TAB	
9	BISACODYL SUPPOSITORY	
10	BUPIVACAINE 0.5% 20ML VIAL INJ	
11	BUPIVACAINE HEAVY 4ML/AMP INJ	
12	CALCIUM GLUCONATE 10ML INJ	
13	COMPOUND SODI. CHLORIDE (Glass Bottle) INJ	
14	DEXAMETHASONE 4MG INJ	
15	DEXTROSE 10% 500ML INJ	
16	DEXTROSE 25% 100ML INJ	
17	DIAZEPAM INJ	
18	DICLOFENAC SODIUM INJ	
19	DIGOXIN 2ML INJ	
20	DILTIAZEM INJ	
21	DOPAMINE INJ	
22	ENALAPRILLATE	
23	ETHAMSYLATE INJ	
24	FORMALINE LIQUID	
25	FORMALINE TAB 1GM	
26	FRUSEMIDE INJ	
27	GENTAMYCIN INJ	
28	GLYCERYL TRINITRATE	
29	GLYCOPYROLATE INJ	
30	HALOPERIDOL 5MG/ML INJ	
31	HALOPERIDOL LIQUID (ORAL SOLN.)	
32	HEPARIN SODIUM 25000 I.U. 5ML INJ	
33	HUMAN INSULINE SOLUBLE 10ML INJ	
34	HYALURONIDASE 1ML INJ	
35	HYDROCORTISONE SODI. SUCCINATE 100MG INJ	
36	HYDROGEN PEROXIDE SOLUTION 450ML BOTTLE	
37	HYDROXY ETHYL STARCH 3% (HES)	
38	HYOSCINE BUTYL BROMIDE INJ	
39	ISOPRENALINE 1ML INJ	
40	KETAMIN 10ML /VIAL INJ	
41	LIGNOCAIN 2% 30ML N INJ	
42	LIGNOCAINE + ADRENALINE INJ.30ML/VIAL	



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43	LIGNOCAINE 4% TOPICAL	
44	LIGNOCAINE HEAVY 5% (LOX) INJ	
45	LIGNOCAINE JELLY 2%	
46	LIGNOCAINE SPRAY 10%	
47	LIGNOCAINE VISCOUS 2%	
48	LIQUID PARAFFIN	
49	LORAZEPAM 4MG INJ	
50	MANNITOL 20% 100ML INJ	
51	METHYLPREDNISOLONE ACETATE 40MG INJ. INJ	
52	METOCLOPRAMIDE INJ	
53	METOPROLOL 5MG INJ	
54	NOR-ADRENALINE INJ	
55	OCTRIOTIDE 100MG INJ	
56	OMEPRazole 20MG/VIAL INJ	
57	PARACETAMOL 2ML INJ	
58	PARAFFIN MOLE ALBA 500GM/1000GM	
59	PENTAZOCINE INJ	
60	PHENIRAMINE MALEATE (AVIL) 2ML INJ	
61	PHENYTOIN SODIUM 2ML INJ	
62	PILOCARPINE NITRATE SOLUTION 0.5%	
63	POTASSIUM CHLORIDE 10ML INJ	
64	PROCHLORPERAZINE (STEMETIL) INJ	
65	PROMETHAZINE 2ML INJ	
66	PROPARACAINE EYE DROP	
67	PROPOFOL 1% 10ML/VIAL INJ	
68	RANITIDINE INJ	
69	SODIUM BI- CARBONATE INJ	
70	SODIUM CHLORIDE 0.9% 100 ML (GLASS BOTTLE) INJ	
71	SODIUM CHLORIDE 0.9% 1000 ML INJ	
72	SODIUM CHLORIDE 3% (HYPERTONIC) 100ML INJ	
73	SODIUM NITROPRUSSIDE INJ	
74	SODIUM-BI-CARBONATE 25ML INJ	
75	STREPTOKINASE 15LAC I.U. INJ	
76	SUCCINYL CHOLINE CHLORIDE 10ML INJ	
77	THIOPENTON SODIUM 500MG INJ	
78	TR.BENZOIN CO.	
79	TRAMADOL 2ML INJ	
80	TROPICAMIDE EYE DROP	
81	VECURIUM BROMIDE INJ	
82	VERAPAMIL 2ML INJ	
83	VITAMIN K INJ	
84	XYLOCARD 2% INJ.50ML/VIAL	



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APPENDIX - 'A'

[TO BE UPLOADED DULY FILLED IN AND SIGNED ALONG WITH TECHNO-COMMERCIAL BID IN [PART - I]

Name of the Firm / Bidder: _____

Name of the Authorized Signatory: _____

Official Address: _____

Phone No.: _____ FAX: _____

E-Mail: _____ Cell Phone No.: _____

Trade License No. / Certificate of Incorporation: _____

PAN / TAN _____ (Attach attested Photocopy) GST Registration Certificate _____

Bank Particulars: Name of the Bank / Branch _____

Account Type: _____ A/C No.: _____

MI CR No: _____ I SPS Code No.: _____

DECLARATION

We have examined carefully, read and understood the above Terms and Conditions, Specifications and General Conditions of Contract. We hereby tender and undertake to execute and complete all the works required to be performed in accordance with the Specifications, Bill of Quantities, General Conditions of the Contract and the Terms and Conditions as stated in the tender and at rates and prices set out in the annexed Bill of Quantities within the time period as stated in the tender. In the event of our tender being accepted in full or in part, We also hereby agree that the said Tender, Specifications, Bill of Quantities, General Conditions of Contract and the Terms and Conditions as stated in the tender together with the acceptance thereof in writing by or on behalf of the Trustees shall form the Contract.

It is hereby confirmed that the hard copy of tender being submitted (uploaded) in the techno-commercial bid of the tender is identical to the one downloaded from your website / MSTC website / Central Public Procurement Portal. In case the same is found altered / modified in any way, we will be held responsible and our offer will be liable for rejection forthwith and we may also be barred from participating in future tender of KoPT without any reference to us. It is also declared that our Concern was never been banned or de-listed by any Government or, Quasi-Government Agency or PSU. If the declaration is found incorrect in future, our offer will be liable for rejection.

Offer No. _____

Signature of the Authorized Signatory of the Tenderer

Date: ____ / ____ / 2018

(with official Seal and date)



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Place:

Cost of Tender Document & Earnest Money Deposit

[TO BE UPLOADED IN PART -I]

A **Cost of Tender Document:**

Detail Particulars of deposit of Amount by RTGS / NEFT (Date of Remittance, Name of the Bank, & Branch, UTR No.)	Amount (In Rs.)
	590/- (Rupees five hundred ninety) including 18 %GST

B. **Earnest Money Deposit:**

Detail Particulars of deposit of Amount by RTGS / NEFT (Date of Remittance, Name of the Bank, & Branch, UTR No.)	Amount Rs. 40,000/-
	Rs. 40,000/- (Forty Thousand Only)

Authorized Signatory of the Tenderer



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Basis**

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APPENDIX - B

Price bid

SL. NO.	DESCRIPTION	MAXIMUM RATE OF DISCOUNT ON M.R.P. IN PERCENTAGE ONLY
1.	FOR MEDICINE ITEMS	
2.	FOR SURGICAL & DRESSING ITEMS	
3.	FOR PATHOLOGY REAGENTS & CHEMICALS ITEMS	

Rate of Taxes / GST: = In Percentage Only

GST Registration.

Offer No.:
Tenderer

Date:

Authorised Signature of the

Seal

Note : Rate of MRP discount % not to be quoted here.