



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-msoffice@sctimst.ac.in, oms_medicine_purchase@sctimst.ac.in

Terms and Conditions:

The following will form part of the Tender documents.

I. GENERAL TERMS:

1. Manufacturers / their Authorised Agencies only can submit the dossiers.
2. **Annual production capacity:** Bidder/manufacturer should have annual production capacity at **least fifty times the quantity of each item mentioned** in the tender document.
3. **Experience/ Market Standing:** Bidder 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. Market Standing Certificate issued by the Licensing Authority as a Manufacturer for each drug quoted for the last 3 years (**Certificate should be enclosed**).

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.

4. **Licence:** The bidder/importer should furnish attested photocopy of 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 the items quoted shall be clearly highlighted in the licence.
5. **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, Fax Number, e-mail address of the firm and of the Managing Director / Partners / Proprietor.
6. **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.



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- 7. Quantity:** The quantity mentioned in the tender is only the tentative requirement. It 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.
- 8. Generic names of drugs:** The bidders should quote the **rates for the generic products**. The generic name (as per the Drug Formulary), the brand name of your product and the Drug Code given in the formulary should be clearly mentioned in the dossiers provided.
- 9. 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.
- 10.** The Technical Selection Committee of the Institute will shortlist the firms after verification of the Technical bids.



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II. TENDER SUBMISSION:

- 1. 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 relevant certificates for the tendered items on production of documents such as DGS&D / NSIC Registration Certificate, etc. for the specific category of item and should remain valid for the period required for EMD.
- 2. Detailed Technical bid & Commercial bid should be in **two separate sealed envelopes** super scribed as “**Technical Bid**” and “**Commercial Bid**”. These two envelopes should then be enclosed in a large sealed envelope super scribed as **OMS - I/26/M.P/SCTIMST/2017 “Tender for Medicine Purchase, 2017-18”** addressed to **The Director, SCTIMST, Medical College PO, Thiruvananthapuram, Kerala - 695 011** with the tenderer’s address recorded on the envelop.**
- 3. The tenderer should submit copy of PAN card and GST registration certificate**

A. TECHNICAL BID: should comprise the following:

- EMD DD of Rs 25,000/- (Twenty Five Thousand only)
- Technical Bid 1 (hard copy only)
- Technical Bid 2 (hard copy Only)
- Technical Bid 3(a) & 3(b) (hard copy & soft copy in CD in Microsoft Excel Format). Hard copy should be the exact print of the soft copy.
- Declaration in supplier’s letter head with signature and seal.
- Copy of PAN card and GST Registration certificate



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B. COMMERCIAL BID:

1. Should comprise of the hard copy and soft copy in CD in Microsoft Excel format. Hard copy should be the exact print of the soft copy.
2. The successful tenderers will have to submit Security Deposit (SD) @ 5% of total value of selected item by DD in favour of Director, SCTIMST. This deposit is refundable at the end of the contract period. The amount deposited towards EMD could be adjusted against security deposit by a written request.
3. The Commercial bids of the technically qualified companies alone will be considered for selection. EMD of technically unqualified companies will be returned to the respective companies.
4. The rates quoted and accepted will be binding on the bidder for full contract period of one year from the date of signing of agreement.
5. Rates quoted should be on door delivery basis at the pharmacy store of the Institute.
6. 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 is necessary, in case the bidder fails to notify or fails to agree for such reduction of rates.

III. Supply terms:

1. All purchases should be effected as per purchase order. **Supply of items must be as per the schedule specified in the purchase order.** The tender inviting authority reserves the right for staggered supply, during the currency of the contract.
2. At the time of receipt of supply at consignee end, all drugs should have a minimum 3/4th of their shelf life.



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3. 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.
4. If the supplier fails to supply the ordered quantity as per the purchase order:
 - the contract may be terminated;
 - the purchase can be effected partially/ fully from other sources at the risk and cost of the successful bidders;
 - any additional costs involved in the above process will be charged to the original supplier.
 - In case the supplier is unable to supply the ordered medicines, the same should be intimated to the Tender inviting authority within 5 days of receipt of orders, to avoid penalty clause. Beyond 5 days, it would be deemed that the bidder has accepted the supply order and all terms and conditions of the bid document shall be applicable.
5. Penalties are recoverable from any amount payable to the supplier.
6. The Tenderer submitting the tender would be deemed to have considered and accepted all the terms and conditions.
7. Director of this Institute reserves the right to accept or reject any or all tenders without assigning any reasons whatsoever.
8. All disputes arising out of this contract, the legal jurisdiction will be Thiruvananthapuram, Kerala, State, India.

Sd/-
DIRECTOR