

यू. टी. प्रशासन दादरा एवं नगर हवेली और दमन एवं दीव
U.T. Administration of Dadra & Nagar Haveli and Daman & Diu
स्वास्थ्य और परिवार कल्याण विभाग, डीएनएच और डीडी
Department of Health and Family Welfare, DNH & DD
केंद्रीय खरीद शाखा का कार्यालय
Office of the Central Procurement Branch
दमन / Daman

E-mail: cpbdaman106@gmail

Tender ID: 2024_DAMAN_3876_1 Dated:04/12/2024 for Purchase of Annual Medicines for used at CHC,PHC and HWC'S under the Department of Health and Family Welfare, DNH&DD 2024-25

No. CPB/DNH&DD/Annual Med/2024-25/270

Date:04.12.2024

e-Tender Notice

The Department of Health & Family Welfare, DNH & DD on behalf of President of India, invites online tender on <https://ddtenders.gov.in/nicgep/app> from the Manufacturers / Authorized Dealers/ Suppliers for purchase of Annual Medicines for CHC,PHC and HWC's under Department of Health & Family Welfare, Dadra & Nagar Haveli & Daman & Diu.

Sr. No	Particulars	(E.M.D.) Earnest Money Deposit	Tender Fees (Non-Refundable)
1.	Purchase of Annual Medicines for CHC,PHC and HWC's under the Dept. of Health & Family Welfare, DNH&DD.	Rs. 16,960/-	Rs.500/-

Bid document downloading Start Date : 04.12.2024.

Bid document downloading End Date : 11.12.2024, 14.00 Hrs.

Last Date & Time for receipt of Bid : 11.12.2024, 14.00 Hrs.

Preliminary Stage Bid Opening Date : 11.12.2024, 15.00 Hrs.

Technical Stage Bid Opening Date : 11.12.2024, 15.30 Hrs.

Bidders have to submit Technical Bid and Price Bid in Electronic format only on <https://ddtenders.gov.in/nicgep/app> website till the last date and time for submission. Technical Bid in the form of hard copy can be accepted and Price Bid in Physical format shall not be accepted in any case.

Bid submission should be done along with tender Fees and EMD in original by R.P.A.D./Speed Post/physical form or to be deposited in the tender box kept in the office

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of the undersigned. However, Tender Inviting Authority shall not be responsible for any postal delay. Tenders can be downloaded from <https://ddtenders.gov.in/nicgep/app>, www.ddd.gov.in and www.daman.nic.in.

1. The EMD and Tender Fees must not be submitted in cash.
2. The Tender Fees will only be accepted in the form of a Demand Draft/Banker's Cheque from any Nationalized or Scheduled Bank of India, payable in Daman.
3. The EMD can be submitted in the form of a Demand Draft/Fixed Deposit Receipt/Banker's Cheque-Bank Guarantee/Insurance Surety Bonds.
4. The Sealed Tender should be appropriately covered, with the name of the items and tender ID and date clearly indicated on the envelope.
5. Offers received without obtaining tender documents or without EMD and tender fees shall not be entertained.

The tender inviting authority reserves the right to accept or reject any or all the tender to be received without assigning any reasons thereof. In case bidder needs any clarification on the process of bidding for participating in online tender for further details, correspondence can be made on E-mail: [cppp-nic\[at\]nic\[dot\]in](mailto:cppp-nic[at]nic[dot]in), Mobile No: +91-7878007972 and +91-7878007973, Tel No. 1800 3070 2232 Website: <https://ddtenders.gov.in/nicgep/app>

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In-charge,

Central Procurement Branch

E-mail Id: cpbdaman106@gmail.com

Copy to:-

- 1) The I.T. Department, Daman with a request to publish in Website.

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Instructions to Bidders :

- 1) Tender Documents are available for free download from the website <https://ddtenders.gov.in/nicgep/app>."
- 2) All bids must be submitted online via the website <https://ddtenders.gov.in/nicgep/app>."
- 3) Instructions for online participation can be obtained from the website <https://ddtenders.gov.in/nicgep/app>."
- 4) Suppliers should register on the website using the 'New Supplier' link provided on the homepage. Please note that registration on the site does not imply registration, empanelment, or any other form of association with the tendering authority."
- 5) Applications for training and issuance of digital signature certificates must be submitted at least 72 hours before the due date and time of tender submission."
- 6) For any queries regarding tender specifications or other clauses included in the tender document, please contact the personnel at the tendering office address provided below:

The In-Charge,
Central Procurement Branch,
2nd Floor, CHC Campus,
Fort area,
Moti Daman
Daman – 396 220
Email ID: cpbdaman106@gmail.com

- 7) All scanned or attached documents must be clear and legible. A hard copy of the same may be submitted, which will be used by the department if necessary. It is essential to upload the required documents on <https://ddtenders.gov.in/nicgep/app>.
- 8) The Bidder must provide compliance for each quoted product. Any false or misleading statement found in the compliance at any stage during the procurement process will result in the outright rejection of the bid, and the Earnest Money Deposit (EMD) shall be forfeited.

Key dates:

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The Tenders shall be submitted in two-bid system, wherein the Technical bid and Financial Bid is to be filled online on <https://ddtenders.gov.in/nicgep/app> and the EMD and Tender Fee has to be submitted in Tender Box along with a covering letter. The envelope should be super scribing on the sealed cover as “**e-Tender –purchase of Annual Medicines for CHC,PHC and HWC’s under Department of Health & Family Welfare, DNH&DD.**”. The EMD and Tender Fees should be enclosed with BID only.

a. Tender Fees (Non Refundable) Rs.500/- :

1. Tender Fees must not be submitted in cash.
2. The Tender Fees (Non-Refundable) will only be accepted in the form of a Demand Draft/Banker's Cheque favoring **The Directorate of Medical and Health Service, Moti Daman** drawn from any Nationalized or Scheduled Bank of India and payable in Daman.
3. All tenders must be accompanied by the specified Tender fees as outlined in the schedule; otherwise, the tender will be rejected.

b. Earnest Money Deposit Rs. 16,960/-

1. All tenders must be accompanied by the Earnest Money Deposit (EMD) as specified in the schedule; otherwise, the tender will be rejected.
2. As per Rule 170 of GFR – Micro and Small Enterprises (MSEs) as defined in MSE procurement policy issued by Department of Micro, Small and Medium Enterprises (MSME) are exempt from submission of EMD. Bidders claiming exemption of EMD under this Rule (170 of GFR) are however required to submit a signed bid securing declaration accepting that if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and the fail to sign the contract, or to submit a performance security before the deadline defined in the request for the Bids documents, they will be suspended for a period 12 Months from being eligible to submit the bids for contract with the Department of Health & Family Welfare, Dadra & Nagar Haveli & Daman & Diu.
3. Under MSE Category, Only MANUFACTURERS for goods and SERVICE PROVIDERS for services are eligible for exemption from EMD. TRADERS are excluded from the purview of this policy. Bidder seeking EMD exemption must submit the valid supporting documents for the relevant category.
4. Bidders who choose to opt for exemption from submitting Earnest Money Deposit (EMD) are required to provide a bid security declaration in the specified format outlined in Annexure C.
5. EMD can be paid in either of the form of following:
 - i. Insurance Surety Bonds
 - ii. Account Payee Demand Draft
 - iii. Fixed Deposit Receipts
 - iv. Bankers' cheque or Bank Guarantee

In favor of **The Directorate of Medical and Health Service, Moti Daman** from any Scheduled

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Commercialized Bank authorized by Reserve Bank of India.

6. **The Earnest Money Deposit (EMD) should remain valid for a duration of twelve months from the date of its issuance.**
7. EMD in any other forms will not be accepted.
8. EMD/Security Deposit shall be liable to be forfeited under the following circumstances:
 - (i) The tender is rejected due to failure to supply the requisite documents in the proper format or providing any misleading statements, false affidavits, or fabricated documents.
 - (ii). If the contractor fails to execute the supply order within the stipulated time, the EMD of the contractor will be forfeited by the Government, and the contract for the supply shall be terminated with no further liabilities on either party to the contract.
9. The refund of the Security Deposit/Earnest Money will only occur upon satisfactory completion of the supply order and payment of all bills by the contractor, as admitted for payment. The refund will be processed after the expiry of the guarantee/warranty period or any mutually agreed-upon date/period.
10. The Earnest Money paid by the tender(s) earlier against any tender(s) or supply order(s) is not adjustable with the Earnest Money required by these conditions

❖ **Security Deposit: (SD)**

1. The successful tenderer must remit an amount equal to 3% of the total order value as the security deposit within 10 days from the date of issue of the work order.
2. The Security Deposit (SD) may be furnished in the form of Insurance Surety Bonds/ A/c Payee Demand Draft / Fixed Deposit Receipt / Bank Guarantee in favor of ***The Directorate of Medical and Health Service, Moti Daman.***
3. Failure to receive the Security Deposit within the stipulated time will result in automatic cancellation of the supply order without any prior intimation.
4. However, if any articles are received without the corresponding Security Deposit being deposited, the full Security Deposit due from the contractor will be recovered from the bill(s) for such articles.
5. Security Deposits paid by the tender(s) earlier against any tender(s) or supply order(s) are not adjustable with the Security Deposit required by these conditions.
6. In the event of failure to replace the accepted and rejected articles from the supplies made as per the conditions, any losses incurred by the Government will be recovered from the contractor's Security Deposit or payment due for any bill(s) to the extent required.
7. The tender inviting officer may consider extensions of time for remitting the Security Deposit upon request. However, if such extensions are denied, the contractor is obliged to adhere to the given time limit and is liable to compensate for any losses incurred by the Government due to the failure to meet the deadline.

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❖ **Conditions of Contract :**

1. ACCEPTANCE OF TENDER:

- a. The tender is liable for rejection due to any of the reasons mentioned below:
 - i. Non-Submission of tender within stipulated time online.
 - ii. Submission of tender physically in the Office but not submitted online on <https://ddtenders.gov.in/nicgep/app>
 - iii. Tender is unsigned or not initialed on each page or with unauthenticated corrections.
 - iv. Non-payment of Earnest Money Deposit (if not exempted)
 - v. Non-Submission of required documents as mentioned in schedule
 - vi. Conditional/ Vague offers.
 - vii. Unsatisfactory past performance of the tenderer.
 - viii. Items with major changes/deviations in specifications/standard/grade/packing/ quality offered.
 - ix. Submission of misleading/contradictory/false statement or information and fabricated/ invalid documents.
 - x. Tenders not filled up properly.
 - xi. The documents attached by the bidder online if found not readable will not be considered for bid evaluation.
 - b. Any discount which the bidder wants to give has to be considered and total final bid amount has to be mentioned clearly in the price bid form on <https://ddtenders.gov.in/nicgep/app>
 - c. Discount offered after price bid opening will not be considered.
 - d. The consolidated rates entered in the online website will be taken into account for preparing price statements. However the tender which is found technically acceptable as well as lowest in terms of evaluated rates only shall be considered for placing the order.
 - e. The I/c, Central Procurement Branch may seek any clarifications/explanation/ documentary evidence related to offer at any stage from tenderers if required.
 - f. The rate quoted should be inclusive of all taxes and no extra charges will be paid and should be valid up to One Year from the date of 1st supply order.
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- g. Orders once placed should be delivered within the given time period and item should be door delivered with labor up to 3rd floor.
- h. All/Taxes/Duties/Royalties Charges payable on the sales/transport etc. within and/or outside the state shall be payable by the supplier.
- i. The decision of the Tender Inviting Officer for acceptance/rejection of any articles supplied including the decision for equivalent specifications, standard and quality etc. of articles shall be final.
- j. The right to accept or reject without assigning any reasons of all tenders in part or whole is reserved with the Tender Inviting Officer and his decision(s) on all matters relating to acceptance or rejection of the tenders as a whole or in part will be final and binding to all.
- k. No separate agreement will be required to be signed by the successful tender(s) for the purpose of this contract for supply. Rates tendered/offered in response to the concerned Tender Notice shall be considered as acceptance of all above terms and conditions for supply for all legal purpose.
- l. The rate(s) quoted should be strictly for free delivery (including labor and transportation) at F.O.R CMS, Moti Daman and will be valid and operative for supply orders issued within one year from the date of invitation of tenders. The department shall not take any responsibility of on loading the goods; the successful bidder has to make arrangement for loading at site.
- m. The tendered quantity is tentative and the actual purchase can be as per the requirement of the Department for all items and the tenderer is bound to supply such requirement without any demur.
- n. No articles shall be supplied to the hospital except on requisition in writing and signed by an officer authorized by him/her in writing to do so.
- o. Bidder / its sister concerns / companies where its Promoters / Directors either directly or indirectly are involved, should not have ever been blacklisted in tender / supplies by any state/Central Govt. Bidder should submit an affidavit on judicial

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stamp paper of Rs.50/- stamp paper in this regard. The bidder should provide accurate information of litigation or arbitration resulting from contracts completed or under execution by him over the last ten years. False affidavit would lead to blacklisting and termination of the contract at any stage. In such cases all the losses that will arise out of this issue will be recovered from the Tenderer / Contractor and he will not have any defense for the same. In case of bidder / principal is involved / penalized under any investigation of CVC or any State/Central Govt. Commission in relation to the similar work project issue; the bid will be out rightly rejected.

2. TERMS OF SUPPLY :

- a. The packing and labels of all the items to be supplied under the order shall be marked with the words 'FOR HOSPITAL SUPPLY- DAMAN- NOT FOR SALE' if the items are packed in packets which are then placed or repacked within a box/ carton/ bottle/ foil, these words will be printed/ marked on both the internal/ external packs and labels. The retail price must not be printed or shown anywhere either on external or internal packs/ box/ carton/ foil.
- b. In event of breakage or loss of stores during transit against requisition order the said quantity has to be replaced by the tenderer. The department will not pay separately for transit insurance and supplier will be responsible for stores.
- c. Railway Receipt or other transport document should be drawn in the favor of Officer Inviting tender.
- d. Items should be door delivered up to 3rd floor including labor no extra charge will be paid by the department.
- e. Railway Receipt or other transport document should not be sent by VPP or through any Bank as this being a Government Office it is not possible to clear cash demands of Post Office/Bank for delivery of RR or other transport documents unless we have agreed to it as special arrangement.
- f. Extension of time limit for supplies shall be considered by the Tender Inviting Officer. The extension so granted may be with levy of compensation for delay in execution of supply (as mentioned in Liquidated Damages) the cost of supplies

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ordered for at the discretion of the authority competent to grant extension of time limit provided such request is made well in time, depending upon the circumstances and such decision in the matter will be final.

- g. The supplies, materials etc. of inferior quality standard or of different specifications, brand, manufacturer etc. other than that ordered specified and/or incomplete or broken articles will not be accepted. The supplier has to replace the same at his own cost and risk. Intimation of non-acceptance of any materials etc will be sent to the supplier within 10 days from the date of receipt of the stores and the same will be returned to the supplier at his own cost and risk, if he so desires and intimates accordingly within 15 days from the date of dispatch of intimation of the non-acceptance. However, if no communication is received within 15 days from the date of communication the tender Inviting Officer will not be responsible for any damages, loss etc. of such rejected articles.
- h. Demurrage charges paid by the Tender Inviting Officer on account of delayed receipt of dispatch documents intimation will be recovered from the bills payable to the supplier.
- i. If at any time after the order for supply of materials the Tender Inviting Officer shall for any reason whatsoever not require the whole or part of the quantity thereof as specified in the order the Tender Inviting Officer shall give notice in writing of the fact to the supplier(s) who shall have no claim to any payment of compensation what so ever on account of any profit or advantage which the supplier(s) might have derived from the supply of articles in full, but which did not derive in consequence of the full quantity of articles not having been purchased, nor shall have any claim for compensation by reasons of any alterations having been made in the original instructions which shall invoice any curtailment of the supply originally contemplated.
- j. The items as mentioned in the list are the approximate estimates invited and actual purchase may be more. Accordingly, the successful tenderer has no right for any loss/damages with reference to approximate requirement shown in tender and actual requirement.
- k. Inspection will be carried out in the premises of Government Hospital, Daman. If goods to be inspected in factory premises all expenditure to be borne by the Tenderer.

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3. Bid Evaluation Methodology :

A. Preliminary & Technical Evaluation:

1. Tender fee is mandatory documents.
2. Scrutiny of technical specifications and other relevant documents as asked by the department with the quoted specification.
3. Scrutiny of Compliance Statement given by the bidder.
4. Sample Verification.
(*Samples asked by the Department for quality testing purpose, will not be returnable or refundable*)

B. Financial Evaluation: Lowest quoted offered by Technically Qualified Bidders.

5. PAYMENT TERMS :

- a. 100% of the invoice amount will be paid only after completion of work successfully and submission of Security deposit i.e. 10% of the tender value.
- b. Price escalation clause will not be entertained under any circumstances.
- c. All bills should be in **TRIPLICATE** and should invariably mention the number and date of work order.
- d. All bills for amount above Rs.5,000/- should be pre-receipted on a Revenue Stamp of proper value. Bills for amount exceeding Rs.5,000/- not pre-receipted on Revenue Stamp of proper value will not be accepted for payment.
- e. Each bill in which GST is charged must contain the following certificates on the body of the bill: **“CERTIFIED”** that the service on which GST has been charged have not been exempted under the Central GST or the Rules made there under and the amount charged on account of GST on this service is not more than what is payable under the provisions of relevant Act or Rules made there under”.
- f. No extra charge for packing, forwarding and insurance etc. will be paid on the rates quoted.

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- g. The rates should be quoted only for the work specified in the list of requirements.
- h. Rates quoted for items other than the required specification/ make/ manufacture will not be considered.

Signature of Agency
With Rubber Stamp

-sd-
In-charge,
Central Procurement Branch

Email id : cpbdaman106@gmail.com

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Tender ID: 2024_DAMAN_3876_1 Dated:04/12/2024 for Purchase of Annual Medicines for used at CHC,PHC and HWC'S under the Department of Health and Family Welfare, DNH&DD 2024-25

[To be filled in letter head only]

ANNEXURE – A

UNDERTAKING :

From: M/s.....

.....

.....

**The In-Charge,
Central Procurement Branch,
2nd Floor, CHC Campus,
Fort area,
Moti Daman
Daman – 396 220**

Sub: Supply of Purchase of Annual Medicines for CHC, PHC and HWC's under
Department of Health & Family Welfare, DNH&DD.

Ref: Tender Enq #.....

Sir,

I/We enclose the necessary documents duly signed, as shown in Annexure 'B' (in order in which they are mentioned). I/We have carefully read and understood the terms and conditions stated in the tenders from and I/We shall abide by all these conditions. I/We further endorse that in particular, the terms and conditions of Delivery Period, Payment Terms, Place of delivery etc. are acceptable to me/us and no representation will be made by me/us afterwards for altering the same.

I/We verify the copies of the certificates/documents enclosed herewith are authentic true copies of the original certificates/documents for verification on demand. I/We undertake to upload the attested copies of certificates/documents required on the website.

I/We will be cautious to see that the uploaded scan documents are legible and I/we understand that if the documents are not legible, my/our tender will be rejected.

I/We verify that I/We are in possession of the requisite licenses/permits required

यू. टी. प्रशासन दादरा एवं नगर हवेली और दमन एवं दीव
U.T. Administration of Dadra & Nagar Haveli and Daman & Diu
स्वास्थ्य और परिवार कल्याण विभाग, डीएनएच और डीडी
Department of Health and Family Welfare, DNH & DD
केंद्रीय खरीद शाखा का कार्यालय
Office of the Central Procurement Branch
दमन / Daman

E-mail: cpbdaman106@gmail

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for the manufacture /supply /sale /distribution of the items and further verify that the said licenses/permits have not been revoked/ cancelled by the issuing authorities and are valid as on date. I/We also verify that I/We have not been declared defaulter, blacklisted or debarred by any State or Central Government or Constitutional authority or Financial Institution or Judicial Court or any Government undertakings.

I/We also take cognizance of the fact that providing misleading or questionable information or failure to furnish correct or true information to you or any other Officer or failure to comply with any contractual requirement laid down by you will be considered as a serious breach of the terms and conditions of the tender and will invite disqualification and other penal action as deemed fit by the UT Administration.

Thanking You,

Yours faithfully,

Sign & Stamp of Tenderer.

यू. टी. प्रशासन दादरा एवं नगर हवेली और दमन एवं दीव
U.T. Administration of Dadra & Nagar Haveli and Daman & Diu
स्वास्थ्य और परिवार कल्याण विभाग, डीएनएच और डीडी
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ANNEXURE – B
SCHEDULE OF DOCUMENTS ATTACHED

Sr. No.	Document/Certificate	Uploaded & Enclosed	
		Yes	No
01.	Annexure – A Undertaking on letter head	Yes	No
02	Submission of Documents as per Checklist in Annexure –B and scan copy of Annexure –B duly filled, signed and stamped	Yes	No
03.	Scan copy of Terms and Conditions of the tender documents duly stamped and signed on each page.	Yes	No
04	Scan copy of Scope of Work correctly filled and duly Stamped and signed on each page.	Yes	No
05	PAN No.	Yes	No
06	GST Registration certificate	Yes	No
07	Valid license in the field of Supply	Yes	No
08	CA Certified Average Turnover of Rs.3 Lacs in the last 03 Financial Years.	Yes	No
09	Purchase order copies/Service contracts with corresponding bill for having supplied materials/services offered.	Yes	No
10	Fresh Affidavit on Judicial Stamp Paper of Rs.50/- for this Tender – as per clause mentioned at Conditions of contract – Acceptance of Tender at point (o)	Yes	No
11	Earnest Money Deposit Rs.16,960 /-	Yes	No

It is verified that all the certificates/permissions/documents are valid and current as on date and have not been withdrawn/cancelled by the issuing authority. It is further verified that the declaration part are as per the format prescribed by the Administration. And it is clearly and distinctly understood by me/us that the tender is liable to be rejected if on scrutiny and of these certificates is found to be not as per the prescribed format of Administration.

I/We further undertake to produce on demand the original certificate/ permission/ document for verification at any stage during the processing of the tender.

Date:

Place:

Sign & Stamp of tendere

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SCOPE OF WORK:

Schedule of Requirements, Specifications and Allied Technical Details:

Please fill the scope of work. Format is as under :

Sr No.	NAME OF MEDICINE	Unit	Offered Mfg Company	Qty Required	Remark
1	Cap.Omeprazole IP 20mg	1 cap		315000	
2	Tab.Azithromycin 500mg	1 tab		40000	
3	Tab.Chloroquine Phosphate 250 mg	1 tab		500	
4	Tab.Losartan 50mg	1 tab		180000	
5	Cream Silver Sulphadiazine 1% 500gm	1 jar		35	
6	Inj. Levofloxacin 100ml	1 bottle		50	

Signature & Rubber Stamp
of the Agency

Sd/-
In-charge
Central Procurement Branch, DNH & DD
E-mail Id: cpbdaman106@gmail.com