



Maharashtra Medical Goods Procurement Authority

Office- 1st Floor, Aarogya Bhawan, Commissionerate of Health Services, Mumbai, D'Mello Road,
St. Georges Hospital Compound, Mumbai 400001

Contact Number- 022-22611471, 022-22717500 E-mail - maha.mmgsa2023@gmail.com

Order No. 1507 /MMGPA/Medicine & Material Section/2025,

Dated: 05/09/2025

To,
M/S Hindustan Laboratories Limited
A-302, Victory Park, Chandavarkar Lane,
Borivali (West), Mumbai-400092
E-Mail – tender@hindlab.com

Subject: - Supply of Metformin Tab 1000mg.

Reference:- (1) Govt. Resolution Dated 1.12.2016

(2) Budget Head: Sr Code-180(2022-23) NHM Free Drug Sanction PIP

(3) Administrative Approval GR,PHD-2023/Pra.Sha.-1223/Pra.Kra.251/Arogya-8/2023,
Dated 23.02.2024

(4) Tender No. E-206 (2024-25)

(5) Sanction of Tender Approval Committee, Meeting Dated 17.07.2025.

With reference to the above reference no.1, you have been awarded for the supply of following product as per Tender No. E-206/MMGPA, w.r.t. approval as per reference no.5. Accordingly you are requested to supply the following goods to the consignees as per details mentioned below. **(Consignee List enclosed separately with this order).**

Sr. No. of Item / Tender No.	Name of the item	Specification of item	Quantity (DHS)	Per Unit Rate with GST	Total Amount including
E-206 (6)	Metformin Tab 1000mg	Tab. Metformin 1000 mg	2,05,636 Tablets	0.60 Per Tab	1,23,382/-
Total Amount In Words- One Lakh Twenty Three Thousand Three Hundred Eighty Two Only.					

- Packing & Forwarding:** Packing as Per Terms & Conditions mentioned separately & **Forwarding Free on Road Destination.** i.e. door delivery basis
- Delivery Period: 45 Days from the date of receipt of order** by the supplier to the consignee attached.
- Risk purchase clause:** If the bidder fails to supply the stores within the stipulated delivery period inclusive of period with penalty, the order will stand cancelled. Undersigned shall be entitled to purchase such stores from any other source at such price which ordinarily should not be more than 10% of the tender price, unless otherwise properly satisfied by purchasing officer. The extra expenditure in such cases shall be recovered by Chief Executive Officer, Maharashtra Medical Goods Procurement Authority, Aarogya Bhawan, St. George's Hospital Compound, Mumbai from the Supplier inclusive of recovery by Revenue recovery procedure.
- Payment Terms:** 100 % Payment shall be paid on receipt & acceptance of stores in good conditions by the consignee
- Labeling:** The word **"FOR THE USE OF GOVERNMENT OF MAHARASHTRA NOT FOR SALE"** should be printed on each unit pack in readable Purple or Green Colors. Bar-coding should be on boxes of Supplied item at Consignee level.
- SHELF LIFE of the supplied drug should not be less than ¾ of total shelf life at the time of delivery to the consignee.**
- Acceptance & Receipt:** In prescribed format enclosed .It should be submitted in Original Certificate copy to the purchasing authority along with triplicate copies of the Invoice.
- The Consignees upon Receipt of the material should issue acceptance certificate within 7 days of receipt of material

in two copies. One copy should handover to Supplier and One Copy should be sent Maharashtra Medical Goods

9. Procurement Authority, Aarogya Bhawan St. George's Hospital Compound, Mumbai by mail or email. **(Email ID- maha.mmgsa2023@gmail.com)**
10. **Analysis Report:** The drugs and other items shall be subjected for laboratory analysis at manufacturer & "Purchaser & Consignee" level. The bidder shall submit FDA / NABL accredited Drug Testing Laboratory Test report for the said product for every batch supplied at the time of supply to the respective consignee. Post-supply quality assurance testing of supplied drugs and other items will be done by "Purchaser & Consignee" from any FDA / NABL accredited laboratory. For pre-supply testing, suppliers should mandatorily provide the test report issued by any FDA/NABL accredited laboratory & expenditure of pre-supply testing should be borne by the supplier.
11. **Delivery Challan** – Should be sent in the name of consignee in duplicate. It should specify Name of Drugs/ Mfg. by / Expiry Date / packing & quantity.
12. **Penalty Charges** – As per T&C of the Tender No. E-206 and As per GR dated 01.12.2016 Penalty Charges 0.5% per week will be chargeable for the delayed supply.
13. **Invoice Copy** – Should be sent in triplicate on the Name of Chief Executive Officer, Maharashtra Medical Goods Procurement Authority, Aarogya Bhawan St. George's Hospital Compound, Mumbai.
Fall Clause: It is a condition of the contract that all through the currency thereof, the price at which you will the supply stores should not exceed the lowest price charged by you to any customer during the currency of the rate contract and that in the event of the prices going down below the rate contract prices you shall promptly furnish such information to us to enable to amend the contract rates for subsequent supplies.
14. You are requested to submit signed agreement (attached herewith) on Stamp paper within 15 days from receipt of this letter.
15. Submit the Bank Guarantee/ Demand Draft of **Rs. 3,701/- (3% of the total value of order)** from Nationalized /Scheduled commercial bank in favor of **Maharashtra Medical Goods Procurement Authority, Aarogya Bhawan St. George's Hospital Compound, Mumbai** Validity of the Demand Draft should be minimum next 2 months from the date of expiry of warranty or expiry of medicine/item.
16. Submit the **2% processing fees (Non Refundable)** of the total value of Purchase Order i.e. **Rs. 2,468/-** in the following bank account of MMGPA Mumbai.

Name of Account	Name of Branch	Account Number	IFSC Code
2 Percent Medical Goods Procurement Fees/Penalty Account	Indian Bank, Mumbai Fort Branch, Mumbai	7705964884	IDIB000B027

Consignee

: As per list enclosed.

(As per approval of
Hon. Chief Executive Officer
MMGPA, Mumbai)

JADHAV
SANJEEVKUMAR
MANOHARRAO

Digitally signed by JADHAV
SANJEEVKUMAR MANOHARRAO
Date: 2025.09.05 17:08:03 +05'30'

(Dr. Sanjeevkumar Jadhav)

General Manager (Technical)

**Maharashtra Medical Goods Procurement Authority
Mumbai**

Copy to: 1) Hon. Commissioner of Health Services, Mumbai

- a. Hon. Director of Health Services (2), Mumbai
- b. Joint Director of Health Services (Hospital Cell) Mumbai
- c. Chief Accounts and Finance Officer, Medical Goods Procurement Authority, Mumbai
- d. Pay & Account Officer, Mumbai
- e. Office File
- f. QC Cell

Copy to Consignee(s):

They should accept Drugs as per order & entry of the said stock is to be taken in stock register as well as in e-Aushadhi online system immediately within 24hrs of actual delivery.

Copy Submitted to: 1) Hon. Addl. Chief Secretary, Public Health Department, Mantralaya, Mumbai.

2) Hon. Secretary-2, Public Health Department, Mantralaya, Mumbai.

Consignee		
PO No: 1507 /MMGPA/ Metformin Tab 1000mg /E-206,		Dated: 05/09/2025
Budget source : NHM		
Sr.No.	Name of District	Quantity (DHO)
1	Ahmadnagar	17000
2	Pune	46
3	Satara	60000
4	Aurangabad	114518
5	Osmanabad	51
6	Beed	464
7	Washim	93
8	Yeotmal	464
9	Nagpur	10000
10	Gadchiroli	3000
	Total	205636

JADHAV
 SANJEEVKUMAR
 MANOHARRAO

Digitally signed by
 JADHAV
 SANJEEVKUMAR
 MANOHARRAO
 Date: 2025.09.05
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Dr. Sanjeevkumar Jadhav
 General Manager (Technical)
 Maharashtra Medical Goods Procurement Authority, Mumbai

Annexure - C

SCHEDULE FOR PACKING OF DRUGS, MEDICINES & VACCINES:

I. SCHEDULE FOR PACKAGING OF DRUGS AND MEDICINES GENERAL SPECIFICATIONS :All drugs should be packed & Supplied in Prescribed packing only & as per standard guidelines of FDA / ISI

1. No corrugate package should weigh more than 15 Kgs. (i.e. product + inner carton + corrugated box).
2. All corrugated boxes should be of 'A' grade paper. i.e. Virgin.
3. All items should be packed only in first hand boxes only.
4. Flute - The corrugated boxes should be of narrow flute.
5. Joint - Every box should be preferably single joint and not more than two joints.
6. Stitching - Every box should be stitched using pairs of metal pins with an interval of two inches
Between each pair. The boxes should be stitched and not joined using calico at the corners.
7. Flap - The flaps should uniformly meet but should not overlap each other. The flap when turned by 45 - 60 degree should not crack.
8. Tape - Every box should be sealed with gum tape running along the top and lower opening.
9. Carry strap - Every box should be strapped with two parallel nylon carry straps (they should intersect)
10. Label - Every corrugated box should carry a large outer label clearly indicating that the product is for **GOVERNMENT OF MAHARASHTRA NOT FOR SALE "in readable purple or Green colour.**
11. The product label on the cartoon should be large at least 15 cms * 10 cms dimension. It should carry the correct technical name, strength or the product, date of manufacturing, date of expiry, quantity packed and net weight of the box.
12. Other - No box should contain mixed products or mixed batches of the same product.
13. **Primary Package:** 10 Tablets/Capsules or multiples of 10 should be packed in an Aluminum strip / Aluminium – P V C blister pack
Aluminium strips : Thickness of Aluminium foil : 40 micron with LDPE 25 micron coating/heat seal lacquer PVC Film : Transparent, clear/amber, food grade, blister forming PVC film, Film gauge – 200 microns, P E coating : 25 microns, PVC coating : 60 gsm
Aluminium foil: Hard tempered Blister foil, VMCH coated, Thickness: 0.025 mm
- Secondary Package:** The strips should be packed in boxes for easy handling, transport and distribution. The box may contain 10 strips. It shall be fabricated from Mainboard/grey board/cardboard with minimum of bursting strength of 400 gsm
- Tertiary Package :** The boxes shall be packed in weather resistant triple walled insulated corrugated 5 ply cartoons, each ply having strength of minimum 150 gsm It should be fabricated from virgin quality 'A' grade material . The overall dimension of the cartoon should be such that the product does not get damaged during transportation and storage. Each international shipping carton should weigh less than 50 kg. It is important that individual boxes are not too heavy during transport as they are frequently loaded and offloaded manually at airports and intermediate stores
- Bar-coding: - Bar-coding should be on secondary & Tertiary packing only.**
- IV. Case Identification ----** All cases should prominently indicate the following
 1. Purchaser's line and code numbers
 2. The Generic Name of the product
 3. The dosage form (Tablet, Capsule, Ampoule, Syrup, Vial)
 4. Date of manufacture and expiry (month and year) (in clear language not code)
 5. Expiration dt.(Month & year)
 6. Batch Number
 7. Quantity per case (Carton containing ----- secondary packages)
 8. Special instructions for storage and handling
 9. Name and address of manufacture
 10. Any additional cautionary statements.
- V. Marking:** Each packing shall be marked with nomenclature of the Item and shall be labeled in accordance with the requirement of the Drugs and Cosmetics Act, 1940 or relevant standards as applicable
If your company failed to provide barcode on packaging then additional 5% amount on total billing amount will be deducted from your payment.

CONTRACT FORM
(Stamp duty as applicable as per MSA)

THIS AGREEMENT made theday of....., 200... Between.....
(Name of purchaser) of..... (Country of Purchaser) (Hereinafter "the Purchaser") of the one part
and..... (Name of Supplier) of..... (City and Country of Supplier) (Hereinafter
called "the Supplier") of the other part:

WHEREAS the Purchaser is desirous that certain Goods and ancillary services viz. (Brief Description
of Goods and Services) be procured and has accepted a bid by the Supplier for the supply of those goods
and services in the sum of..... (Contract Price in Words and Figures) (Hereinafter called
"the Contract Price"). Whereas the supplier has deposited a Bank Guarantee of Rs..... (Rs. in
words.....) as performance security towards the fulfilment of this agreement.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The contractor has accepted the contract on the terms and condition set out in notice No.-----
----- as well in the Acceptance Letter No : - ----- Dt:-----
----which will hold good during the period of this agreement.
3. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) The Price List submitted by the Supplier;
 - (b) The Schedule of Requirements;
 - (c) The Technical Specifications;
 - (d) Terms & conditions of tender document.
 - (e) The Purchaser's Notification of Award.
4. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
5. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
6. Upon breach by the supplier of any of the condition of the agreement, the Managing Director may by a notice in writing resolving, determine and put an end to this agreement without prejudice to the right of the Government to claim damages for antecedent breaches thereof on the part of the supplier and also to responsible compensation for the loss occasioned by the failure of the supplier to fulfil the agreement as certified in writing by the Managing Director which certificate shall to conclusive evidence of the amount of such compensation payable by the supplier to the Government.
7. This Agreement shall remain in force until the expiry of the date of delivery of material but notwithstanding herein or in the tender and acceptance forms contained the 'Government shall not be bound to take the whole or any part of the estimated quantity herein or therein mentioned and may cancel the contract at any time upon giving one month's notice in writing without compensating the Supplier.

8. The Supplier has fully read understood & shall abide by all the term and conditions as stipulated in Bidder document, failing which the Contract Agreement is liable to be terminated at any time without assigning any reason by the Maharashtra Medical Goods Procurement Authority, Mumbai.
9. Any change/amendments if required to be incorporated in the Agreement at a later stage shall be discussed & mutually agreed by both the parties and supplementary agreements shall be binding on both the parties and shall form the part of this agreement
10. This Contract Agreement shall be governed by and construed in accordance with the laws of Republic on India.

Brief particulars of the goods and services which shall be supplied/provided by the Supplier are as under:

Sr. No.	BRIEF DESCRIPTION OF GOODS & SERVICES	QUANTITY TO BE SUPPLIED *	UNIT PRICE	TOTAL PRICE	DELIVERY TERMS
					As per the supply order

- *1. Actual quantity to be supplied may vary & will be strictly as per actual requirement
2. Actual supply to take place only after & as per the supply order(s) issued by Maharashtra Medical Goods Procurement Authority, Mumbai from time to time.
3. Tender Document is part and panel of contract.
4. All term and conditions applicable as per Maharashtra Government Resolution by Industries, Energy & Labour Department, Maharashtra State, Dated-01/12/2026-Entities Who are Registered under Micro, Small and Medium Enterprises development act 2006 are exempted from paying Tender form fees and Earnest Money Deposits

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the
Said..... (For the Purchaser)

in the presence of:.....

Signed, Sealed and Delivered by the

Said..... (For the Supplier)

In the presence of....

SECURITY DEPOSIT FORM

To, (Name of Purchaser)

WHEREAS..... (Name of Supplier)

Hereinafter called "the Supplier" has undertaken, in pursuance of Contract No..... dated, 200.... to supply.....(Description of Goods and Services) hereinafter called "the Contract".

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier a Guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of..... (Amount of the Guarantee in Words and Figures) and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limit of (Amount of Guarantee) as aforesaid, without your needing to prove or to show ground or reasons for your demand or the sum specified therein.

This guarantee is valid until theday of.....202....

Signature and Seal of Guarantors

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.....

.....

Date.....202....

Address.....

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