



GOVERNMENT OF INDIA
LAKSHADWEEP ADMINISTRATION
(DEPARTMENT OF HEALTH SERVICES)
KAVARATTI-682555

F.No: 42-10/2017 DHS

Dated: 15.03.2018

Notice Inviting Tender

Department of Health Services U.T of Lakshadweep Administration, Kavaratti invites competitive E-Tender from the Original Licensed Manufacturers or their Authorized Distributors / Agents for the following work as detailed below.

Name of Work	Annual procurement and supply of Laboratory items
Tender Fee / Cost of Tender Form	` 1000 + 18% GST (Rs.1180)
Bid Document available for downloading from	20.03.2018
Bid Document available for downloading up to	20.04.2018
Last date & Time for submission of Bid	20.04.2018 at 3.30 PM
Opening of Technical Bid	20.04.2018 at 4.00 PM
Opening of Financial Bid	30.04.2018 at 4.00 PM

Tender Document containing detailed terms & conditions and goods required can be downloaded from the website www.lakshadweep.nic.in Bidders willing to participate in the tender shall visit the e-tender website www.tenderwizard.com/UTL for participation.

For any help / query, please contact representative of the Department through email (bufferhealth@gmail.com) or Telephone (04896262819) and for any help in processing of e-tender please contact E-Tender helpdesk email (varun.b@etenderwizard.com/ harishkumar.kb@etenderwizard.com) or Telephone (080 -40482000, Mob – +91 96 86115318).

(Dr.M.K.Mohammed Aslam)
Director Health Services
U.T of Lakshadweep

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TENDER DOCUMENT

Department of Health Services UT of Lakshadweep Administration, Kavaratti invites competitive E-Tender from the Original Licensed Manufacturers or their Authorized Distributors / Agents for "Annual procurement and supply of laboratory items" subject to the terms & condition of this Tender Document.

TERMS AND CONDITIONS

1.1 **Name of Work –**

- 1.2 Name of work is "Annual procurement and supply of laboratory items" for Health department, UT of Lakshadweep Administration".

2. **Definitions**

- 2.1 Purchaser means Department of Health Services UT of Lakshadweep Administration, Kavaratti.
- 2.2 Bidder means any bidder participating in this tender.
- 2.3 Successful Bidder means bidder selected by the purchaser to execute the contract as per this tender.
- 2.4 Supplier means successful bidder to whom confirmed supply order has been issued by the purchaser.
- 2.5 Contract year means the year starting from the date of commencement of contract as per this tender document.

3. **Scope of Work**

- 3.1 The bidder shall supply laboratory items specified in Appendix – A for the purchaser subject to the terms & conditions of this tender document.
- 3.2 Quantity of items shown in the appendix – A are tentative and actual quantity may vary i.e. either increase or decrease from the tentative quantity. Bidder shall bound to supply the goods as per confirmed supply order during the validity period of contract.

4. **Availability of Tender documents**

- 4.1 Tender documents shall be available for downloading in the official website of Lakshadweep Administration viz. www.lakshadweep.nic.in/www.tenderwizard.com/UTL.
- 4.2 Purchaser reserves all rights to change / alter / modify any of the conditions of this Tender Document or to cancel this tender as a whole at any point of time even without assigning any reason and any such change / alteration / modification or cancellation of tender shall be updates in the above website. Hence bidders shall regularly watch the website for updated information.

5. Time Schedule for Bidding

- 5.1 Time schedule for obtaining bid documents, submission of bids and opening of bids is as follows.

Sl. No.	Particular	Date	Time
1	Bid Document available for downloading from	20.03.2018	10.00AM
2	Bid Document available for downloading up to	20.04.2018	3.30PM
3	Last date & Time for submission of Bid	20.04.2018	3.30PM
4	Opening of Technical Bid	20.04.2018	4.00PM
5	Opening of Financial Bid	30.04.2018	4.00PM

- 5.2 If the bid opening date given above falls to be a holiday, the opening of bid shall be held on the next working day.
- 5.3 Purchaser reserves right to alter the date of opening of Technical / Financial Bid without assigning any reason and any such alteration shall be updates in the website.

6. Pre – Qualification Criteria for Bidder

- 6.1 Registration / License for Business / Transaction: - Bidder shall be a registered individual / organization / company with the Central Government or any of the State / UT Government and shall have a valid license / authority for supply of the goods & services indented in this tender document. Copy of valid Registration Certificate / License shall be submitted along with the bid.
- 6.2 GST Registration: Bidder shall be registered under Goods & Service tax Network and shall have a valid GST Number. Copy of valid GST Registration Certificate shall be submitted along with the bid.
- 6.3 Income Tax Registration: Bidder shall be registered with income Tax Department and shall have a valid PAN/TIN Number. Copy of valid PAN/TIN Card shall be submitted along with bid.
- 6.4 Commercial Tax/ CST/ GST Clearance: Bidder shall not be defaulter for remittance of Tax. Bidder shall submit along with bid copy of any of the following documents.
- Tax clearance certificate for the last financial year issued by Tax Department, with whom bidder is registered or
 - Copy of Returns filed by the bidder to the Tax Department, with whom bidder is registered or
 - Self Declaration with documentary evidence, if any, as not a defaulter for payment of commercial Tax / CST / GST or
 - Self declaration with documentary evidence, if any, as exempted from payment of Commercial Tax / CST / GST.

6.5 Income Tax Clearance: Bidder shall not be defaulter for remittance of Income Tax. Bidder shall submit along with bid copy of any of the following documents.

- i) Tax Clearance certificate for the last financial year issued by Income Tax Department or
- ii) Copy of Income Tax Returns filled by the bidder to income Tax Department or
- iii) Self Declaration with documentary evidence, if any, as not a defaulter for payment of income Tax or
- iv) Self Declaration with documentary evidence, if any, as exempted from payment of Income Tax.

6.6 Financial capability: Bidder shall be financially capable to undertake the contract of this tender. Financial transaction during each of the last three financial years of the bidder participating for the schedule shall be more than amounts noted against each schedule. Bidder shall submit along with bid copy of any of the following documents.

- i) Audit Statement or Auditor's Certificate showing the financial transactions during last three years or
- ii) Self Declaration with copy of bank statement certifying that the amount of Financial transactions of the bidder for each of the last three financial years

Schedule No.	Minimum Required Financial transaction per year for each of last 3 years
Schedule - 1	<u>Rs. ` 27,00,000/-</u>

6.7 Note to be a blacklisted / debarred party: Bidder shall not be either blacklisted or debarred by Central Government or any of the State / UT Government. A self declaration to this effect shall be submitted along with Bid.

6.8 Experience: Bidder participating for each schedule shall have experience during last three years for supply of goods & services similar to intended goods & services costing more than amounts noted against each schedule to any of the Central Govt. / Stat Govt./ UT Govt./ PSU institutions / reputed private institutes. Bidders shall submit along with bid copy of supply orders and / or sanction orders / work completion certificate issued by such institution.

Schedule No.	Minimum Required Financial transaction per year for each of last 3 years
Schedule - 1	<u>Rs. ` 27,00,000/-</u>



- 6.9 Adhere with tender conditions: Bidder shall adhere with all terms & conditions of this Tender document. If any deviation is suggested it shall be spelt out clearly. A self declaration to this effect with deviations, if any, shall be submitted along with Bid.

7. Item – wise Pre-Qualification Criteria

- 7.1 Manufacturing License: Bidder shall either be the manufacturer of the indented goods or the authorized agent of the manufacturer. If bidder is a manufacturer, bidder shall have a manufacturing License/ Certificate for the indented goods issued by the concerned Government authority. Copy of valid Manufacturing License / Certificate shall be attached with the Bid.
- 7.2 Authorization: If bidder is not the manufacturer, but the authorized agent of the manufacturer of the indented goods, bidder shall have a proper authorization letter issued by the manufacturer. Copy of the Manufacturing License and Authorization letter from the side of manufacturer shall be submitted by the bidder along with the Bid.
- 7.3 Quality proof Certificate: Manufacturer of the indented goods shall have Quality proof Certification for the indented goods like CD/FDA Certification, etc. issued by the concerned authority. Copy of valid Quality Proof Certificate shall be submitted along with the Bid.
- 7.4 GMP Certification: Manufacturer of the indented goods shall have GMP Certification issued by the concerned Government authority. Copy of valid GMP Certificate shall be submitted along with the Bid.
- 7.5 Submission of Samples: The bidders should provide sample items along with the tender also mention the name of firm /the authorized distributors/agents on each sample and the item number specified in the tender. The supplying items should have ISI mark. (The samples will be returned back to the bidders after evaluation) The samples should reach office of the Store Superintendent, Lakshadweep Medical Store, Indira Gandhi Road, Willington Island, Kochi /Directorate of Health Services U.T of Lakshadweep -682555 on or before the date of Technical bid opening.

8. Tender Fee/ Cost of Tender Form

- 8.1 Tender Fee/ Cost of Tender Form is Rs1180/- (Rupees One thousand One hundred and Eighty) only including all taxes.
- 8.2 Each Bidder shall remit Tender Fee/ Cost of Tender Form to the Bank Account of the Purchaser.
- 8.3 Copy of Bank Remittance Slip towards Tender Fee/ Cost of Tender Form shall be attached with the Bid.



- 8.4 Bidder's who are exempted from payment of Tender Fee/Cost of Tender Form shall submit the documentary evidence to the effect.
- 8.5 Tender Fee/ Cost of Tender Form once remitted by the bidder shall not be refunded under any circumstances.

9. Mode for submission of Bid

- 9.1 Bids shall be submitted in the e-tender mode through the website www.tenderwizard.com/UTL. Formalities for Registration, submission of bids, etc. are available in this website itself.
- 9.2 Bids submitted by any other means shall not be considered.
- 9.3 Enclosures submitting along with the Bid shall be serially page numbered and page number of the enclosure shall be specified in the respective column of Technical Bid format.

10. Bid System

- 10.1 The bid is invited in Two Bid System. Bidder shall submit the Technical Bid and Financial Bid separately.
- 10.2 Technical Bid: Format for submission of Technical Bid is attached as Annexure-A (Address of Bidder, Cost of Tender Form & EMD, Pre-Qualification Criteria for Bidders, etc.) and Annexure – B (Item-wise Pre-Qualification Criteria). Technical Bid as per Formats Annexure – A & B shall be properly filled with enclosures and submitted along with the Bid.
- 10.3 Financial Bid: The bid document showing rate quoted by the participated bidders is called Financial Bid. The Bidders, who qualified in the Technical Bid evaluation, shall be considered for opening of Financial Bid.

11. Bid Security / Earnest Money deposit (EMD)

- 11.1 EMD for each schedule of Goods intended in this tender is as given below.

Sl. No.	Schedule No.	EMD
1.	Schedule - 1	Rs. 1,08,000/-

- 11.2 EMD shall be submitted by means of bank remittance
- (i) To be remitted to the Bank Account of the purchaser. Copy of Remittance Slip shall be attached with the Bid.
- 11.3 EMD of unsuccessful bidder shall be released / refunded after finalization of the tender and awarding of work to the successful bidder.
- 11.4 EMD shall not bear any interest under any circumstances and bidder shall not have any right to claim interest on EMD.



- 11.5 Purchaser reserves all rights to realize any sum of amount from the EMD as Liquidated Damage / Penalty to be charged from the bidder as per this tender document.

12. Validity of Bids

- 12.1 Bids once submitted can be withdrawn or modify till the last date for submission of bids. Bidder cannot withdraw or modify this bid after the last date for submission of bids.
- 12.2 Bids available as on the last date for submission of bids shall be valid till finalization of the tender by Purchaser.
- 12.3 EMD of bidders, who withdraw or modify their bid after due date but before finalization of tender, shall liable to be forfeited

13. Opening of Bids.

- 13.1 Bids shall be opened by a Tender Opening Committee duly constituted by the purchaser.
- 13.2 Bids shall be opened in the Chamber of Director Health Services, Kavaratti, Lakshadweep – 682555 on the date & time mentioned above.
- 13.3 Bids shall be opened in the presence of bidders or their authorized representatives, whoever may present at the place, date & time of bid opening.
- 13.4 Financial Bid of the Bidders, who qualified in the Technical Bid evaluation only, shall be considered for opening. Date of opening of the Financial Bid is tentative and depends upon the finalization of Technical Bid evaluation.

14. Evaluation of Bid

- 14.1 There shall be a Tender Evaluation Committee (TEC) constituted by purchaser for evaluation of the Bids
- 14.2 Technical Bid and Financial Bid shall be evaluated separately by the TEC.
- 14.3 Initially the Technical Bid shall be evaluated and those who qualify in the Technical Bid shall only be considered for Financial Bid evaluation.
- 14.4 Technical Bid shall be evaluated in two stages.
- (i) In the first stage, Bidders Qualification shall be evaluated. Bidders shall qualify all the criteria prescribed under the clause Bidders Qualification in this tender document. Those, who do not qualify any of these qualifications in full or in part, shall not be considered for second stage.
- (ii) In the second stage, item-wise Qualification shall be evaluated. Bidders shall qualify all the criteria prescribed under the clause item-wise Qualification in this tender document at least for one item. Those, who do not qualify any of these qualifications in full or in part at least for one item, shall be not considered as technically qualified and their bid shall be rejected.



- (iii) TEC reserves all rights to ask the bidders to submit any missing documents or ask clarification on the documents already submitted by the bidders so as to avoid disqualifying any bidder due to meager negligence. But TEC shall exercise this right impartially, only if there is sufficient reasons to do so, to protect the interest of the Government.

14.5 Financial Bids of the bidders those who qualified in first & second stage of Technical Bid evaluation only shall be considered for Financial Bid evaluation. Normally item-wise L1 shall be selected subject to the condition that bidder is qualified in the second stage of Technical Bid evaluation for that particular item. However, in case of mutually depended items (such items given under a common serial number with sub numbers) L1 shall be determined on the basis of total of rates quoted for all such mutually depended items. TEC reserves all rights to recommend any item other than L1 subject to proper justification like quality, past performance, etc.

15. Confirmed Supply Order

15.1 After finalization of the tender, Purchaser will issue confirmed supply order to the successful bidders by registered post and email. A copy of the same will also be published in the official website of Lakshadweep Administration.

16. Validity of Rate

16.1 Rate of items shall be valid for a period of one year from the date of issue of supply order.

16.2 Bidder shall be responsible for supply goods on the same rate and terms & conditions during the validity period of contract

17. Delivery

17.1 Place of Delivery: Goods intended in the confirmed supply order shall be delivered by the supplier to Lakshadweep Medical Store, Willington Island, Kochi, Kerala. Pin- 682 003.

17.2 All costs of transportation, incidental chargers and loading & unloading charges up to the place of delivery shall be borne by the supplier.

17.3 Supplier shall pack the goods in strong cases sufficiently stuffed with packing materials to avoid any breakage / damage / loss in transit till the reaching at the destination. The safety of the goods up to the delivery point shall be the responsibility of the Supplier and Purchaser shall not be responsible for any breakage / damage / loss/ theft of the goods during its storage/ transit due to any reasons, natural or otherwise.

17.4 All costs of transportation like loading/ unloading charges, transportation charges at Kochi shall be borne by the Supplier.

17.5 Time Period: Goods intended in the confirmed supply order shall be supplied within 30 days from the issue of confirmed supply order. Delayed supply



except under force majeure conditions, shall attract the Liquidated Damages clause of this tender document.

- 17.6 Undue Delay: If the delay in supply, except under force majeure conditions, exceeds three times of the allowed period of supply, Purchaser reserves the right to reject such undue delayed goods and also to cancel that supply order and /or cancel contract as a whole.
- 17.7 Supplier shall be responsible to clear the rejected goods from the premises of delivery at their own cost within 30 days of issue of rejection notice. Delay / Non clearing the rejected goods shall attract the Liquidated Damages as same as delay for delivery clause of this tender document.

18. Quality of Goods

- 18.1 Goods supplied shall meet all the standard norms of quality for those goods prescribed by the concerned Government authority and / or of the same specification mentioned in the tender document.
- 18.2 Purchaser reserves all rights to verify the quality of goods supplied by Supplier through any Government approved/ identified agency.
- 18.3 If it happens to be came to the notice at any point of time that the goods supplied are of substandard quality or not as per required specification a notice will be issued to the Supplier to provide documentary evidence to prove the quality/ specification of goods supplied and it should be proved by the Supplier within 30 days from the date of issue of such notice. All costs for quality proven on the basis of such notice shall be borne by the Supplier.
- 18.4 If the Supplier fails to prove the quality within the stipulated timeframe, payment for such substandard goods shall not be released.

19. Penalty / Liquidated Damages

- 19.1 If the Supplier fails to supply the goods at point of delivery within the stipulated time frame, LD @0.5% of cost of items per week or part thereof subject to a maximum of 10% of the cost of item for the delayed period will be charged from the Supplier. The payment towards the cost of the item shall be released only after deducting the LD amount thus calculated.

20. Payment Terms

- 20.1 Supplier shall submit the invoice for the goods supplied after successful supply of the goods at the delivery points in Lakshadweep Medical Store, Kochi along with certificate issued by the officer appointed for the purpose by purchaser to the effect that supply has been successfully done .
- 20.2 100% payment towards the cost of items including supply, shall be released only after getting the certificate from the authorized officer to the effect that items has been supplied successfully.
- 20.3 Payment shall be released after deducting / adjusting the liquidated Damages/ Penalty, TDS and any other dues due to the Government.



