



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

F.No.42-5/2018-19-DHS

Dated: 13.12.2018

**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 Allopathic Medicines required for All Health Institutions for the year 2018-19	
Tender Fee / Cost of Tender Form	₹ 1000 + 18% GST (Rs.1180)	
Bid Document available for downloading from	15.12.2018	10.00 AM
Bid Document available for downloading up to	03.01.2019	3.00 PM
Last date & Time for submission of Bid	03.01.2019	3.30 PM
Opening of Technical Bid	03.01.2019	4.30 PM
Opening of Financial Bid	20.01.2019	5.00 PM

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

For any help / query, please contact representative of the Department through email ([bufferhealth@gmail.com](mailto: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](mailto:varun.b@etenderwizard.com)/ [harishkumar.kb@etenderwizard.com](mailto: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 Allopathic Medicines for the year 2018-19" 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 Allopathic Medicines" 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 Medicines 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.gov.in/](http://www.lakshadweep.gov.in/) [www.tenderwizard.com/UTL](http://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.

Name of Work	Annual procurement and supply of Allopathic Medicines required for All Health Institutions	
Tender Fee / Cost of Tender Form	₹ 1000 + 18% GST (Rs.1180)	
Bid Document available for downloading from	15.12.2018	10.00 AM
Bid Document available for downloading up to	03.01.2019	3.00 PM
Last date & Time for submission of Bid	03.01.2019	3.30 PM
Opening of Technical Bid	03.01.2019	4.30 PM
Opening of Financial Bid	20.01.2019	5.00 PM

- 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.

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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
<b>Schedule - A</b>	<b>Rs.6700000/-</b>
<b>Schedule - B</b>	<b>Rs.19229000/-</b>
<b>Schedule - C</b>	<b>Rs.13468000/-</b>

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
<b>Schedule - A</b>	<b>Rs.6700000/-</b>
<b>Schedule - B</b>	<b>Rs.19229000/-</b>
<b>Schedule - C</b>	<b>Rs.13468000/-</b>

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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.

**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 though the website [www.tenderwizard.com/UTL](http://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 documents showing rate quoted by 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 – A	Rs.335000/-
2.	Schedule – B	Rs.961000/-
3.	Schedule – C	Rs.673000/-

- 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 withdrawn 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.

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- 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.



