



KERALA MEDICAL SERVICES CORPORATION LTD

(A Government of Kerala Undertaking)

Thycaud P.O, Thiruvananthapuram, Kerala 695 014

E-TENDER DOCUMENT

FOR THE PROCUREMENT OF

SALT TESTING KIT FOR NIDDCP

(for the year 2017-18)

No:KMSCL/DRGED/RC/STK/2017/002DATED 22.02.2018

<i>Date and time of commencement of the Tender</i>	:	22.02.2018	2.00 pm
<i>Last date and time for the online uploading of Tender</i>	:	19.03.2018	5.00 pm
<i>Date and time of online opening of Technical Bid</i>	:	22.03.2018	11.00 am

For details;

www.kmscl.kerala.gov.in

Email: **edrugs@kmscl.kerala.gov.in**

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SECTION I

INTRODUCTION

- 1.1. **The Kerala Medical Services Corporation Limited - KMSCL** is a fully owned company of Government of Kerala set up in 2007 and is operational with effect from 1st April 2008 for providing various services to the health care institutions under the Department of Health and Family Welfare, Government of Kerala. One of the key objectives of the KMSCL is to act as the central procurement agency for all essential drugs including Medical devices and other stores and equipments for the health care institutions (hereinafter referred to as user institutions) under the department. The Corporation has also been entrusted with the setting up and running of all kinds of Modern Medical and Paramedical or medical based ancillary facilities such as hospitals, pathological labs, diagnostic centres, x-ray/scanning facilities, ambulance services etc.
- 1.2. This tender is an e-tender and only on-line bid submission is possible. The e-tender portal (www.etenders.kerala.gov.in) is designed by National Informatics Centre (NIC) and supported by the IT Mission, Kerala.
- 1.3. Bidders are cautioned that bids devoid of proper documents or adequate information are liable to be rejected. Bids of firms who have furnished all the required documents for each of the product quoted alone will be considered. Utmost care should be taken to see that all the required/proper documents are uploaded.
- 1.4. All supplies shall be accompanied with the certificates of analysis from the in-house testing laboratory and certificate of analysis from at least one international agency like WHO, UNICEF, MI and National Level Laboratories such as National Institute of Nutrition Hyderabad, National Centre for Diseases Control Delhi, All India Institute of Medical Sciences New Delhi, All India Institute of Hygiene & Public Health Kolkatta, Central Food Technological Research Institute Mysore, Indian Council of Medical Research & Council of Scientific and Industrial Research Laboratories in respect of each batch supplied. Supplies devoid such reports will not be taken into stock and payments will not be made. Supplier will be required to take back the supplies and will be deemed as defaulters in respect of the supply and shall be liable for penalties applicable for non-supplies. This test report or the QC approval will not be deemed as a proof of stability of the product during

shelf life. The bidders are cautioned that supply of materials of inferior quality would attract different penal provisions. It is the onus of the manufacturer and supplier under the Drugs and Cosmetics Act and Rules to produce and supply drugs of standard quality and various measures are prescribed in the law to achieve the object. The Corporation would be testing the item at random at different stages, at discretion and the supplier will have the obligation to pay the cost of the goods found to be defective.

- 1.5. Inspections of manufacturing units of bidders prior to acceptance of bid or at any stage before or after award of contract will be at the discretion of the Corporation.
- 1.6. Amendments in the terms and conditions of the Tender Documents may be necessitated before the opening of Technical Bid on the basis of feedbacks obtained from pre-tender meeting and on expert advice on the feedbacks.
- 1.7. Since the drugs and other materials procured are meant for treatment of precious human life in Government hospitals, depended by the poor and downtrodden of the society, it is our endeavor to ensure that only quality drugs/supplies are procured and supplied. If on testing in the laboratory or other verifications the material is found to be of inferior quality or not complying with the parameters of quality including packaging or any of the provisions of the law the material supplied will be refused and the supplier will be liable to repay the amount paid and make good the other losses as may be applicable.
- 1.8. Where any drug is found to be Not of Standard Quality or misbranded or adulterated or spurious or otherwise contravenes the provisions of the Drugs and Cosmetics Act or Rules, the payments for the entire supply of the batch(s) concerned will be withheld or recovered. However, if the Tender Inviting Authority finds the supplier to be an unreliable party by virtue of the violations of the law or of the contract as the case may be, the TIA may terminate the contract and also may blacklist the supplier. The suppliers shall be solely responsible for ensuring the quality of the item during transportation and shelf-life. The packaging materials used for primary and secondary packaging shall be of such nature that the quality of the item contained is preserved throughout its life period. It is the onus of the bidder to ensure not only proper quality control but also total quality assurance.

1.9. The money spent by the Corporation is public money and hence accountable. All decisions will be published from time to time on our website www.kmscl.kerala.gov.in.

22.02.2018.

Sd/-
Managing Director, KMSCL &
Tender Inviting Authority

SECTION II

2. General Definitions/Explanations

- 2.1. *Government* means - Government of Kerala, represented by the Secretary to Health & Family Welfare, Thiruvananthapuram.
- 2.2. *Tender Inviting Authority* (TIA) - is the Managing Director of the KMSCL, who on behalf of the User Institution/Government or the funding agencies invites and finalizes bids and ensures supply of the drugs/supplies procured under this Tender Document. The term shall include such other officials not below the rank of General Manager of the KMSCL to whom any of the powers of the Managing Director is delegated.
- 2.3. *Tender Document* - means the document published by the Tender Inviting Authority containing the data identifying the article to be purchased, the quantity and delivery, and which includes designs, specifications, quality requirements and general conditions which will govern the contract on acceptance of a bid.
- 2.4. *Running Contract* – means contract for the supply of an approximate quantity of items at a specified price during a certain period.
- 2.5. *e-tender* - The process of notifying/ floating tender and pursuing actions of tender opening online.
- 2.6. *e-declaration* – *The process of capturing the goods details for a particular vehicle, well before, it reached the Kerala State boundaries.*
- 2.7. *Tendered quantity* - means the approximate quantity of items intended for supply to the user institutions as mentioned in Section IV of the Tender Document, in respect of which the rates has to be quoted. Tender Inviting Authority reserves the right to increase or decrease the tendered quantity on the basis of the actual needs or as per the directions of the government, fund availability etc or otherwise, the quantity of goods mentioned under Clause.4.1, without any increase in the unit price and other terms & conditions quoted by the bidder.
- 2.8. *User Institutions* - are government departments, health care institutions, autonomous bodies, Local self-Government Institutions etc for which the drugs/supplies under this tender are procured.

- 2.9. *Funding agencies* - are usually departments like Directorate of Health Services, Directorate of Medical Education, Departments of Ayurveda, Homoeopathy, Department of Social Welfare etc, and Missions/organizations like National Rural Health Mission (NRHM), Institute of Family Health & Welfare, registered societies etc funded by the Government of Kerala, Government of India, UN organizations, World Bank, Government assisted organizations etc who provide funds for the procurement of this item on behalf of whom the tender is invited by the Tender Inviting Authority.
- 2.10. *Blacklisting/ debarring* - the event occurring by the operation of the conditions under which the bidders will be prevented from participating in the future bids of Tender Inviting Authority for a period up to 3 years, the period being decided on the basis of number/nature of violations in the tender conditions and the loss/hardship caused/likely to be caused to the Tender Inviting Authority on account of such violations, generally relating to supply of substandard, misbranded, adulterated or spurious or any drugs/products manufactured/ imported in contravention of any of the laws of the land and for indulging fraudulent practices or having indulged in fraudulent practices at the time of making the bid or at any time during the validity of the tender or the contract thereof. The term will include, among all other things, making false/ misleading declarations statements, presenting false/ misleading/ fabricated/ forged document(s), trying to influence/affect/ stall the tender/ procurement/ payment processes in any way, making false/ baseless complaints about other bidders or bids or products or any person/ organization/ related to the tender activities etc and such activities as specified in this Tender Document. Blacklisting/debarring etc by other State/Central Government departments/agencies shall also be ground for blacklisting by the TIA.
- 2.11. *Factory Inspection* - The factory premises and related facilities and documents shall be open for inspection at the discretion of the TIA at any stage after presentation of bid or award of contract.
- 2.12. *Infirmities* - means non-compliance of any of the requirement specified in the Tender Document.
- 2.13. *L1 rate* - means the lowest rate declared by the Tender Inviting Authority for products mentioned in this Tender Document.

- 2.14. *Matched L1 rate* - means the rate of the bidder or bidders who have consented, in writing, to match with the L1 rate for the particular product and agreed to abide by the terms and conditions of the Tender Document.
- 2.15. *Liquidated Damages* - means penal charges levied by the Tender Inviting Authority for the delay in supply of the products after the expiry of stipulated period mentioned in the supply conditions of the tender at the rate mentioned therein, subject to a maximum of 10% of defaulted value.
- 2.16. *Risk & Cost Value* - is the additional cost incurred by the TIA in making alternate purchases of the quantity defaulted by the supplier from other sources at a higher cost.
- 2.17. *Unexecuted fine* - is the fine imposed for the default committed by the supplier in the form of short-supply or non-supply of the quantity of the product ordered as per the Purchase Order.
- 2.18. *Letter Of Intent* – is an intimation informing the successful bidder, the approximate quantity for which the Tender is awarded and requiring the bidder to execute agreement in the prescribed format within a specified time.
- 2.19. *Purchase Order* - means the order issued by the Tender Inviting Authority to the supplier informing to supply the required quantity of the item at the contract price and requiring the supplier to supply at the various designated destinations mentioned in the Supply Schedule accompanying the purchase Order.
- 2.20. *Supply Schedule* - means the schedule for supply of product which shall be adhered to for supply as per Clause 5.1.2 unless altered with mutual consent on the basis of the movement /consumption of products, exigencies and other reasons suiting the requirements of TIA and not suiting to the requirements of the supplier.
- 2.21. *Basic unit* - means the smallest unit of the material to be made available. The rate to be given on the price bid shall be quoted for the basic unit mentioned in **Section IV**.
- 2.22. *Supplier* - is a person/firm/company or other(s) to whom Purchase Order is placed on fulfilling the qualification criteria and terms and conditions laid down in the Tender Document.
- 2.23. *'Domestic Micro, Small and Medium Enterprises'* - means industrial units as classified in Clause 7(1) of chapter III of the Micro, Small

and Medium Enterprises Development Act, 2006 which manufactures the goods within the state and registered with the competent authority of the Industries and Commerce Department of Govt. of Kerala.

2.24. *Empanelled laboratory* - Drug testing laboratory approved under the Drugs and Cosmetics Act, selected by the Tender Inviting Authority either through open tender process or by expression of interest or otherwise for the purpose of conducting analytical testing of drugs/supplies listed in Section IV supplied by the suppliers.

2.25. *Appellate Laboratory* - The Drugs Testing Laboratory of the Drugs Control Department, Kerala will be the Appellate Laboratory of the Tender Inviting Authority for settling and deciding the disputes relating to the quality of drugs/supplies. The report of the appellate laboratory will be final and conclusive for the purpose of this tender.

The consideration of Drugs Testing Laboratory of the Drugs Control Department, Kerala as Appellate laboratory as above is for the purpose of proceedings under this tender only and does not preclude actions under Drugs & Cosmetics act for appeal over the report of Government Analyst.

2.26. *Certificate of analysis*- for the purpose of this tender means a certificate of analysis issued by at least one international agency like WHO, UNICEF, ICMR and National Level Laboratories such as National Institute of Nutrition Hyderabad, National Centre for Diseases Control Delhi, All India Institute of Medical Sciences New Delhi, All India Institute of Hygiene & Public Health Kolkata, Central Food Technological Research Institute Mysore, Indian Council of Medical Research & Council of Scientific and Industrial Research Laboratories. This certificate should contain detailed report about all the parameters including how they vary under different field conditions.

SECTION III

3. TENDER SCHEDULE

3..1. Tender Details

1.	<i>Tender No.</i>	KMSCL/DRGED/RC/STK/2018/002
2.	<i>Cost of Tender Document</i>	Rs.2,006/- (Inclusive of GST@ 18%)
3.	<i>Earnest Money Deposit</i>	Shall be as specified in Clause 6.4. The EMD of Rs.12,000/- shall be submitted online along with the cost of Tender Document.
4.	<i>Validity of EMD</i>	8months from the date of opening of Technical Bid.
5.	<i>Security Deposit</i>	5% of the total value (including GST) of the LOI
6.	<i>Validity of Security Deposit /Performance Guarantee</i>	18 months from the date of LOI or 3months after successful completion of supply whichever is later.
7.	<i>Factory Re inspection Fee as per clause 6.17.2</i>	Rs 1,00,000 (Inclusive of GST@ 18%) as Demand Draft

3..2. Schedule of Dates

Sl. No.	Particulars	Date and time
1.	<i>Date and time of commencement of downloading (by bidders) of Tender Document</i>	22.02.2018 02.00 pm
2.	<i>Last date and time of uploading (by bidders) of tender</i>	19.03.2018 5.00 pm
3.	<i>Date & time of receipt of Samples for Qualitative evaluation</i>	19.03.2018 10.00 am to 21.03.2018 5.00 pm
4.	<i>Date & time for receipt of sealed cover containing Factory re- inspection fee by way of Demand draft (if applicable)</i>	19.03.2018 10.00 am to 21.03.2018 5.00 pm
5.	<i>Date and time of opening of the Technical Bid</i>	22.03.2018 11.00 am
6.	<i>Date of opening of the price bid</i>	To be informed to the bidders qualifying in the Technical Evaluation

SECTION IV

4. Details of Item Tendered

4.1. List of Item Tendered

SL. No	Item Code	Item Name	Description	Unit	Packing specification	Tendered Qty (Unit)	Minimum shelf life required (in months)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	D01047	SALT TESTING KIT (Each salt testing kit should have 20 ml testing solution or testing capacity of 75-100 samples)	<p>1. The salt testing kit should be ready in use, liquid form.</p> <p>2. The kit should be able to differentiate</p> <p>a. Salt with nil iodine</p> <p>b. Salt with inadequate iodine</p> <p>c. Salt with adequate level of iodine (15ppm and above)</p> <p>3. The kit should be able to detect iodine level in salt from</p>	Kit	Plastic screwed cap vial able to dispense one drop at the time of use. It can be stored at ambient temperature and relative humidity (20-90%+/- 10%)	50,500	Minimum shelf life required is 12 months and when the vial is opened it should not be less than 4-6 months.

SL. No	Item Code	Item Name	Description	Unit	Packing specification	Tendered Qty (Unit)	Minimum shelf life required (in months)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
			various sources and characteristics e.g. salts that are alkaline /acidic in nature and with varying Sodium Chloride content.				

SECTION V

4. SPECIFIC CONDITIONS OF CONTRACT

5.1. Time Limits prescribed

Sl. No	Activity	:	Time Limit		
1	<i>Schedule of dispatch details</i>				
	<i>0th day</i>	:	Letter of Intent (LOI)/Purchase Order or both		
	<i>Within 15 days of LOI</i>	:	The supplier shall submit agreement, copy of LOI duly signed and sealed on all pages in token of acceptance, required Security Deposit and other documents specified in clause 6.23.1 & 6.23.2 as applicable.		
	<i>Within 10 days of Purchase Order</i>	:	The supplier shall furnish confirmed dispatch schedule. If the confirmed dispatch schedule is not received on or before the specified period, the purchase order is liable to be cancelled and arrangement for alternate purchases will be done at the risk and cost of the supplier.		
2	<i>Schedule of purchase order and Supply</i>	:	A single purchase order will be issued for the supply of 100% tendered quantity.		
			No of days from Purchase Order	% of the ordered quantity to be supplied in each warehouse.	Penalty for default supply
			Within 70 days	100%	As specified in Clause 5.1.5
3	<i>Payments against supplies</i>	:	95% Payments against invoices will be made on receipt and acceptance of 50% of the ordered quantity along with the reports of Standard Quality on samples of each batch of item tested as per clause 6.30. The balance 5% payment will be made on furnishing a Performance Guarantee for 5% contract value.		
4	<i>Cancellation schedule of purchase</i>	:	<i>Cancellation of purchase orders/unexecuted portion of LOI/PO</i> in the event of failure to supply the ordered quantity shall be as under:		

Sl. No	Activity	:	Time Limit		
			If the supplied quantity is less than 50% of the ordered quantity on the stipulated day, the remaining unexecuted portion of the order and the remaining part of the LOI are liable to be cancelled without notice and the contract with respect to the product(s) is liable to be terminated. Alternate purchase will be made at the risk and cost of the supplier.		
5	<i>Penal provisions for supply inefficiency</i>		1	Delayed supply	A penalty of 0.5% per day of the delayed supply upto a maximum of 10%.
			2	Unexecuted Supply	Procedure for alternate supply as mentioned in Clause 6.26.21. A penalty of 10% of the value of unexecuted quantity or the extra expenditure incurred for the alternate purchase of the item, whichever is higher will be levied from the defaulted supplier.
6	<i>Release of EMD</i>		1	Unsuccessful bidders	EMD submitted online will be discharged/ refunded automatically to the bidders account after finalizing the tender.
			2	Successful bidders	EMD submitted online will be released on signing the contract and after furnishing of required Security Deposit. EMD submitted online may also be adjusted towards Security Deposit on request of the bidder.

Sl. No	Activity	:	Time Limit
7	<i>Release of security deposit / Performance Guarantee</i>		18months from date of LOI or 3months after successful completion of supply whichever is later

5.2. Eligibility criteria for participating in the tender

5.2.1. Manufacturing licence and Product permit:

5.2.1.1. The Bidder shall be the manufacturer/loan licensee/direct importer / value added seller authorized to acquire product from the original licensed manufacturer for the item tendered. The bidders shall possess valid license(s) granted by appropriate authorities-local bodies, industrial department etc.

5.2.1.2. If a company/firm manufactures the offered product in different manufacturing units/loan license/import, the bidder will be allowed to offer one item manufactured in any one of the units/loan license/import. ie, one item shall not be offered from different manufacturing units.

Agents are not eligible to participate in the tender.

5.2.2. Average Annual turnover

5.2.2.1. Average Annual turnover in the last three years (2014-15, 2015-16 and 2016-17) shall not be less than **Rs. 5 Crore**.

5.2.2.2 In case of Micro, Small and Medium Enterprises (here in after referred as MSME) located in Kerala State, the average annual turnover for the last three year shall not be less than Rs.50 Lakhs. The bidder shall submit proof of the same (notary attested copy of audited accounts, balance sheet, annual report etc).

5.2.3. Market Standing

5.2.3.1. The Bidder should have at least 3 (three) years Market Standing as a manufacturer/loan licensee/direct importer / value added seller for the item quoted in the tender.

5.2.3.2. The bidder should also have manufactured and supplied at least 5 commercial batches of the tendered item in the last 3 consecutive years (total 5 batches in 3 years) in respect of which the bidder shall furnish the statements of all batches manufactured year wise in the format given as **Annexure-IV**.

5.2.4. Non Conviction Certificate

5.2.4.1. The bidder shall not be convicted and no prosecution actions shall be in progress or pending against the licensee and the license of the firm shall not be cancelled or suspended. The bidder shall submit a notarized affidavit to the above effect.

5.2.5. Blacklisted/Debarred/Rejected by Tender Inviting Authority or other agencies.

5.2.5.1. Tender should not be submitted for the Firms /Concern/Company or for any product(s) which stand(s) blacklisted by KMSCL for any reason.

5.2.5.2. Tender should not be submitted for the Firms/Concern/Company which has/have been blacklisted/debarred/banned by any State/Central Government organization for reason of Quality Non-compliances and furnishing forged/fabricated/false documents, during the period of blacklisting/debarring.

5.2.5.3. Tender should not be submitted for the product(s) for which the Firms/Concern/Company stands blacklisted/debarred by the State/Central Government organization for reason of Quality Non-compliances and furnishing forged/fabricated/false documents, during the period of blacklisting/debarring.

5.2.5.4. If Product(s)/Bidder/Supplier is blacklisted/debarred by another state/Central Government agency for the reason of Quality non-compliances and furnishing forged/fabricated/false documents, after bid submission/award of Contract/execution of agreement, the product(s)/bidder/supplier will be liable for Blacklisting /Termination of contract/ Cancellation of Purchase orders/Letter of Intent etc.

5.2.5.5. A bidder who had withdrawn after participating in any of the previous bids of KMSCL for the year 2015-16,2016-17 and 2017-18, is not eligible to participate in this tender in respect of the product(s).

5.2.6. Inspection of Manufacturing Premises:

5.2.6.1 Those firms which were disqualified in factory inspection conducted by KMSCL as part of tenders for the years **2014-15 and 2015-16** are permitted to participate in this tender only on remittance of **Rs. 1,00,000, extra towards re- inspection fee** as detailed in clause 6.17. Participation of such firms without remittance of re-inspection fee will lead to summarily rejection of their bids.

The firms/manufacturing units rejected in factory inspection as part of the tenders for the year 2017-18 and 2018-19 will not be eligible for participation in this tender.

5.3. **Price Preferences to PSUs/ MSMEs within Kerala**

5.3.1. Price preference not exceeding 10% for Domestic MSME and 15% for State Public Sector Undertakings shall be available only for products manufactured by them within the State of Kerala.

5.3.2. For MSMEs functioning within the State of Kerala quoting price within the price band of L1 + 10% for a product manufactured within the State for the quantity as may be decided by TIA, if the L1 price is of someone other than a Domestic MSME.

5.3.3. For the purpose of granting price preference to those firms as noted in Clause 5.3.1 above, those rates (Landed price exclusive of GST) less than or equal to 10% above the L₁ rate alone will be considered. Price Bids of MSME units located in Kerala quoting more than 10% above L₁ rate will not be considered for price preferences under any circumstances.

10% price preference will be calculated as follows:-

10% of Landed price (exclusive of tax) of Non-SSI unit = X.

X+ Landed price (exclusive of sales tax) of Non SSI unit, should be less than or equal to the Landed price (exclusive of tax) of SSI unit.

eg :- If the Landed price (exclusive of GST) of Non SSI unit is Rs.100/, the Landed price (exclusive of GST) of SSI unit should be less than or equal to Rs 110.00.

5.3.4. State PSUs & MSMEs manufacturing products within the State of Kerala are exempted from remitting the Tender Document fee, EMD & Security Deposit .

SECTION VI

6. GENERAL CONDITIONS OF CONTRACT

- 6.1. This section deals with the general conditions of contract and contains the following terms & conditions.
- 6.2. **Responsibility of verification of contents of Tender Document:**
- 6.2.1. Bidders shall examine all instructions, forms, terms and specifications in the Tender Document and confirm that the required documents as in clause 6.9 are duly uploaded in the e- bid.
- 6.2.2. Failure to furnish any information required by the Tender Document and submission of an offer not substantially responsive to it in every respect shall result in the summary rejection of bids, without any notice.
- 6.3. **Tender Document and Earnest Money Deposit**
- 6.3.1. The specifications and terms and conditions governing the supply of drugs/supplies are contained in this “Tender Document.”
- 6.3.2. The Tender Document is to be downloaded from the e-Procurement portal www.etenders.kerala.gov.in. The Tender Document is also available in the official website of the Corporation.
- 6.3.3. The Tender Document fee and the EMD required for this tender are as specified in Section III and the payment shall be as specified in Clause 6.4 below.
- 6.3.4. State Public Sector Undertakings and MSMEs registered within the State are exempted from remittance of EMD and Tender Cost subject to submission of valid documents, provided all the offered products shall be manufactured within the State of Kerala.
- 6.3.5. None of the bidders other than those specified in Clause 6.3.4 above, are exempted from the remittance of EMD, in any case.
- 6.3.6. Non-payment of Tender cost and EMD (except in cases where payment of Tender Cost and EMD are specifically exempted) will result in summary rejection of the bid.
- 6.3.7. No interest will be paid for the EMD furnished.
- 6.3.8. The EMD will be forfeited, if a bidder/ successful bidder;
- 6.3.8.1. Misrepresents facts or submit false/fake documents during the tender process.

- 6.3.8.2. Violates any terms and conditions of the Tender Document.
- 6.3.8.3. Withdraws its bid after the opening of Technical Bid;
- 6.3.8.4. Fails to produce hard copies of the documents as specified or to sign the contract after issuance of letter of intent.
- 6.3.8.5. Fails to furnish security deposit after issuance of letter of intent.

6.4. Mode of payment of Tender Document Cost & EMD

- 6.4.1. For submitting the bid online, bidders are required to make online payment using electronic payment gateway service provided in Govt. of Kerala's e-Procurement website (www.etenders.kerala.gov.in)
- 6.4.2. The bidders while participating online tenders published in Government of Kerala's e-Procurement website (www.etenders.kerala.gov.in) should ensure the following:
 - 6.4.2.1. **Single transaction for remitting Tender Document fee and EMD:** Bidder should ensure that Tender Document fees and EMD are remitted **as single transaction and not separate**. Separate or split remittance for Tender Document fee and EMD shall be treated as invalid transactions.
 - 6.4.2.2. **Account number as per Remittance form only:** Bidder should ensure that account number entered during NEFT/RTGS remittance at any bank counter or during adding beneficiary account in internet banking site is the same as it appears in the remittance form generated for that particular bid by the e-Procurement system. Bidder should ensure that Tender Document fee and EMD are remitted only to the account number given in the Remittance form provided by e-Procurement system **for that particular tender**.
 - 6.4.2.3. Bidder should ensure the correctness of details furnished while remittance through NEFT/RTGS. Bidder should also ensure that the banker uses the Account Number (which is case sensitive) as displayed or appears in the Remittance form.
 - 6.4.2.4. Bidder should not truncate or add any other detail to the above account number. No additional information like

bidder name, company name, etc should be entered in the account number column along with account number for NEFT/RTGS remittance.

6.4.2.5. **NEFT/RTGS remittance are only allowed: Account to Account transfers, cash payments etc are not allowed and are invalid modes of payments.**

6.4.2.6. **UTR number:** Bidders should ensure that the remittance confirmation (UTR number) received after NEFT/RTGS transfer is used as it is, without any truncation or addition, in the e-Procurement system for tracking the payment.

6.4.2.7. **One Remittance form per bidder and per bid:** The remittance form provided by e-Procurement system shall be valid for that particular bidder and bid and should not be re-used for any other tender or bid or by any other bidder.

6.4.2.8. The bids will not be considered for further processing if bidders fail to comply on Clauses 6.4.2.1 to 6.4.2.7 above and tender fees and EMD will be remitted back to the account from which it was received.

6.4.2.9. The Earnest Money Deposit required for the item tendered is specified in Clause 3.1.3. in Section III. The amount of EMD to be submitted by the bidder shall be the total of EMD required for the item quoted by the bidder.

6.4.3. All the prospective bidders on their own interest are requested to avoid last minute rush in making payment and online Bid submission. Non receipt of payment before online opening of the Technical Bid will lead to automatic rejection of the bid.

6.5. **Guidelines for preparation of Tender**

6.5.1. The bidder shall bear all costs associated with the preparation and submission of its bid and Tender Inviting Authority will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

6.5.2. It is compulsory on the part of bidders to provide a check list as per **Annexure-I** at the time of uploading the documents so as to ee the Tender Inviting Authority to prima facie verify the compliance of all tender conditions.

- 6.5.3. *Language of Bid:* - The Bid prepared by the bidder and all correspondence and documents relating to the bid exchanged by the bidder and the Tender Inviting Authority, shall be in English language or in Malayalam, if provided. Supporting documents furnished by the bidder may be in other languages provided they are accompanied by an authenticated (by the authority concerned) accurate translation of the relevant passages in the English/ Malayalam language in which case, for purposes of interpretation of the Bid, the English/ Malayalam translation shall alone govern. Failure to submit authentic translation of documents would result in rejection of bids. No bid can be partly in one language and partly in another language. However, supportive documents in English for bids submitted in Malayalam are acceptable.
- 6.5.4. The documentary evidences submitted shall be those duly attested by the bidder on every page and serially numbered. Notary attestation wherever specified will be in addition to the attestation of the bidder as above.
- 6.5.5. The person signing the documents shall have due Power of Attorney/Resolution of the Board made by the Board of Directors/Partnership/Proprietor etc in cases where person other than the Managing Director/Managing Partner or sole Proprietor signs the document. The photo of the person authorized to sign the document shall be affixed to the Power of Attorney with due authentication. Where the Managing Director/Managing Partner or sole Proprietor signs the tender and accompanying documents a notarized document attesting the signature of the person shall be furnished. The Power of Attorney shall be in non-judicial stamp paper duly attested by Notary Public.
- 6.5.6. The bidder shall carefully read and understand all the terms and conditions in the tender document including the amendments, if any. The bidder shall furnish a declaration and undertaking as in **Annexure-V** of having read and accepted the contents of the Tender Document in full. The plea of ignorance or furnish to understand the terms and conditions of the tender will not be acceptable.
- 6.5.7. All clauses of the Tender Document shall be duly filled up before submission. Any clause left unfilled or improperly filled will lead to rejection of the bid.

- 6.5.8. An offer submitted in vague/ambiguous terms and the like, shall be termed as non-responsive and will be summarily rejected.
- 6.5.9. All the bid documents submitted shall be legible and be clearly readable. Illegible documents uploaded along with the bid if any, will not be considered and bid will be subject to rejection.
- 6.5.10. A prospective bidder requiring any clarification of the Tender Documents may notify the Tender Inviting Authority in writing by email or fax at the Tender Inviting Authority's mailing address/fax number indicated in this Tender Document. Clarifications to specific requests shall be responded through e-mail and general clarifications, affecting all the bidders will be published in the official website of the Tender Inviting Authority. However it shall be the duty of the prospective bidder to ensure that the clarifications sought for has been properly received in time by the Tender Inviting Authority.

6.6 Period of Validity of Tender

- 6.6.1. The tender must remain valid for minimum 180 days from the date of opening of Price Bid. A bid valid for a shorter period shall be rejected by the Tender Inviting Authority as non-responsive.
- 6.6.2. Prior to the expiration of the bid validity the Tender Inviting Authority may with the consent of the bidder, extend the bid validity for another period of 30 days.
- 6.6.3. The bidder who has extended the bid validity is not required or permitted to modify its bid.
- 6.6.4. The bidder cannot withdraw the bid within the minimum price firmness period of 180 days from the date of opening of Price bid.
- 6.6.5. Withdrawal or non-compliance of agreed terms and conditions after the execution of agreement will lead to invoking of penal provisions and may also lead to blacklisting of the successful bidder as per the procedure detailed in Clause 6.39.

6.7 Amendment of Tender Documents:

- 6.7.1. Also at any time prior to the last date of submission of Tender, Tender Inviting Authority may, for any reason, or as per directions of the Government, modify the condition in Tender Documents by an amendment. All amendments will be notified through the Corporation's website. The Tender Inviting Authority may, at his discretion, extend the date and time for submission of bids.

6.7.2. Bidders/ Prospective bidders are advised to browse the website of the Tender Inviting Authority for information/ general notices/ amendments to Tender Document etc on a day to day basis till the tender is concluded.

6.8 Tendering System

6.8.1. The Bids are to be submitted in two Parts i.e., Technical Bid & Price Bid.

6.8.2. The TECHNICAL BID shall contain the complete technical details of the firm and the documents to prove the eligibility and competency of the bidder and shall be submitted in the manner prescribed in Clause 6.9.

6.8.3. The Price Bid (BOQ) in the prescribed proforma shall be submitted online only. Submission of price bid (BOQ) in any other form will lead to rejection of bids.

6.8.4. The Tender has been called for in the generic names of item and other materials. The bidders should quote the rates for the item in generic names. The product offered shall comply with the tender specifications given in Section IV. Any variation found will result in the rejection of the tender.

6.8.5. Rates (inclusive of all taxes, packing & forwarding, transportation, handling, loading & unloading, insurance, incidental charges etc) should be quoted for each of the offered item separately on door delivery basis according to the unit specification in the price bid format. Tender for the supply of drugs and other materials with cross conditions like “AT CURRENT MARKET RATES”, “SUBJECT TO AVAILABILITY” “SUPPLIES WILL BE MADE AS AND WHEN SUPPLIES ARE RECEIVED” etc., shall not be accepted. Handling (including loading and unloading), clearing, transport charges etc., will not be paid additionally.

6.8.6. The price shall be quoted on basic units mentioned in price bid format and not in respect of any other supply units.

6.8.7. The price quoted by the bidders shall not, in any case, exceed the controlled price, if any, fixed by the Central/State Government and/ the Maximum Retail Price (MRP). Tender Inviting Authority at its discretion, will exercise, the right to revise the price at any stage so as to conform to the controlled price or MRP as the case may be. This

discretion will be exercised without prejudice to any other action that may be taken against the bidder.

- 6.8.8. The rates quoted and accepted will be binding on the bidder during validity of the bid and any increase in the price will not be entertained till the completion of the contract period except statutory levies as may be applicable.
- 6.8.9. Supplies should be made directly by the bidder and not through any other agency and the invoice should be in the name of the bidder.
- 6.8.10. The bidder shall allow inspection of the factory at any time by an expert or team of Experts/Officials of the Tender Inviting Authority. The bidder shall extend all assistance and co-operation to the team to enable to inspect the manufacturing unit, quality control measures adopted etc., in the manufacture of the drugs/supplies. Photographs of the key manufacturing areas shall be permitted to be taken.
- 6.8.11. Complaints, if any, should be submitted to the Managing Director in writing. Complaints with ulterior motives will be deemed as fraudulent practice and will be dealt with accordingly.

6.9 Contents of the Technical Bid:

- 6.9.1. The following documents shall be uploaded online in PDF format along with the Technical Bid. The list of items quoted as per Annexure II shall be submitted in PDF as well as in Excel Format.

Sl. No.	Document to be uploaded
1.	Check list in Annexure - I .
2.	Documentary proof that the firm is registered with the Industries department/Directorate of Industries and Commerce of the State of Kerala, if the firm has claimed for exemption from submitting EMD & Tender document cost.
3.	The details of Re-Inspection fee submitted as DD,if applicable.
4.	List of item quoted in the format prescribed in Annexure – II (PDF & Excel) .
5	Annual turnover statement for last 3 years in the format given in Annexure - III certified by the Auditor.
6	Notary attested photocopy of Manufacturing License and Certificate of renewal for the product quoted. Item quoted with specifications shall be clearly highlighted in the license.
7	Notary attested photocopies of valid import license and previous import licenses issued 3 year prior to date of notification of tender, if the product is imported.
8.	Notary attested copy of Market Standing Certificate to prove 3 years Market Standing issued by the Licensing Authority or a notarized affidavit of the bidder to this effect.

Sl. No.	Document to be uploaded
9	Notary attested copy of valid Certificate of analysis issued by any of the international agencies mentioned in clause 6.29.
10	Notary attested statement of manufacture and sale of the quoted item in the last 3 years shall be furnished in the Performance Statement given in the Annexure - IV.
11	Notary attested copy of Power of Attorney/Resolution of Board
12	Declaration and Undertaking in the format prescribed in Annexure - V.
13	Notarized copy of Audited Balance Sheets and Profit and Loss statement for three years from 2014-15 to 2016-17.
14	Notary attested copy details of technical personnel employed in the manufacture and testing of item (Employees' Name(s), Qualification(s), and Experience.
15	Notarized details of the Bidders and Manufacturing Unit –in the format prescribed in Annexure - VII.

6.10 Price Bid(BOQ)

- 6.10.1. Price Bids of those firms qualified in the technical evaluation shall be opened for evaluation.
- 6.10.2. The PRICE BID will contain only the "Price Bid Form" (BOQ) and every bidder shall submit their rates in the prescribed proforma attached to the Bid document. The price bid submitted in any other format will be treated as non-response and not considered for tabulation and comparison.
- 6.10.3. The price bid (BOQ) file shall be downloaded from the e-tender portal and quote the prices on respective fields before uploading it. **The bidders shall not rename the BOQ files downloaded.**
- 6.10.4. The bidder shall quote prices in all necessary fields in the available format. All white areas of BOQ file shall be filled by the bidder. The grey areas of BOQ shall not be modified/ edited by the bidder. The Bidders are allowed to enter the bidder name and values only.
- 6.10.5. The Price Bid shall be submitted online in the format given in this document as Price Bid Form. The Price Bids submitted in any other format or as hard copy will be treated as non-responsive and not considered for tabulation and comparison.
- 6.10.6. The rate quoted shall be per unit and shall be landed price inclusive of all taxes, freight, Insurance, handling charges at various heads etc.,
- 6.10.7. The Total of rates quoted in column No 12 of BOQ (Landed Price) will only be considered for bid ranking.

- 6.10.8. The bidder shall necessarily quote the Total GST Percentage and its values (IGST/CGST/SGST as applicable) for all the items offered in the Price Bid.
- 6.10.9. The Price bid (BOQ) once quoted is not permitted to change the rate/amount unless such change is supported by the notification issued by the Government of India or by the order of the court, after submission of Tender.
- 6.10.10. If there is an error in the total amount obtained by the addition of sub-totals, the sub-totals shall prevail and total will be corrected. If the bidder does not accept the correction of errors the bid will be disqualified and the EMD will be forfeited.

6.11 Submission of Tender

- 6.11.1. The Tender shall be submitted online only. Bidders shall upload all necessary Technical bid documents mentioned in Clause 6.9.1 in the e-tender portal.
- 6.11.2. In the event of any document found submitted along with the bid or thereafter by the bidder or his representative, fabricated/forged/tampered/altered/ manipulated during verification, the bid will stand rejected and the EMD of the bidder shall be forfeited and the bidder is liable to be blacklisted as per clause 6.39.
- 6.11.3. Both Technical Bid and Price Bid are to be submitted concurrently duly digitally signed in the website at "www.etenders.kerala.gov.in".
- 6.11.4. If a particular document/certificate to be uploaded as specified in Clause 6.9.1, is not applicable for a bidder, to avail such claim the bidder shall attach a scanned copy of declaration in the official letter head stating as to why the specific document is not applicable/exempted/not available for the bidder in connection to this tender. Failure to attach any of the documents specified in the Technical Bid requirement of the e-procurement portal will lead to rejection of the bid automatically.
- 6.11.5. Tender by any other means is void.
- ## 6.12 Deadline for submission of Tender.
- 6.12.1. The electronic bids of the bidders who have submitted their digitally signed bids within the stipulated time, as per the tender schedule (Section III) alone will be accepted by the system. Online bids not submitted within the stipulated time scheduled in Section III will not be accepted.

6.12.2. If the date set for submission of online tender is declared as a holiday under Negotiable Instruments Act, the tender can be uploaded till 5.00 PM on the next working day. Consequently the date and time of opening of the Technical Bid will also be extended.

6.13 Modification and Withdrawal of Bids

6.13.1. The bidder may modify or withdraw its bid after the bid submission before last date and time of submission of online Tender.

6.13.2. No bid will allowed to be withdrawn after the last date & time of submission of online Technical Bids and the expiration of the period of bid validity specified in the Tender Document. Withdrawal of a bid during this interval will result in the forfeiture of its EMD and may lead to blacklisting of the bidder for a period up to 3 years from the date of issue of such order and the bidder shall be ineligible to participate in any of the bids of the Tender Inviting Authority for that period.

6.14 Opening of Tender

6.14.1 The opening of the Technical Bid and the Price Bid will be done online as specified. The date of opening of price bid will be announced only after the opening and evaluation of Technical Bid. The date and time of price bid opening will be published on the website of the Corporation along with the list of qualified bidders in the Technical Evaluation.

6.14.2 In the event of the specified date for opening of Tender being declared holiday, the Tender shall be opened at the appointed time on the next working day.

6.15 Evaluation of Tender

6.15.1 The findings as to whether the bids are responsive or non-responsive will be published in the website of the Corporation.

6.15.2 Bids of firms who have furnished all the required documents for the product quoted alone will be considered. If the required/proper document is not furnished for the product, then offer of the product will be rejected. At most care should be taken to see that all the required/proper documents are uploaded.

- 6.15.3** For the List of items quoted (Annexure II), PDF format submitted alone will be considered for bid evaluation.
- 6.15.4** Where the production facilities of the bidder or the level of compliance of requirements are found to be not satisfactory after acceptance of the Bid or the Award of Contract, the TIA shall have the right to terminate the Contract and to make alternate purchase of the tendered quantity the risk and cost of the supplier.
- 6.15.5** The list of eligible/rejected bidders and their accepted/rejected products as per the findings of the decisions of the Bid evaluation will be published in the website of the Tender Inviting Authority, inviting complaints / suggestions from the bidders / public.
- 6.15.6** The complaints/ suggestions/ comments received will be scrutinized and their findings along with the provisional list of bidders qualified for Price Bid opening along with the date of opening of the Price Bids will be published in the Corporation's website.
- 6.15.7** The Price Bids will be scrutinized and the provisional item wise rate list of all the accepted products of the eligible bidders will be published in the website of the Tender Inviting Authority inviting complaints / suggestions/comments from the bidders / public.
- 6.15.8** The status of the bidders after the opening of the price bid are available in the e-Tender web-site of the NIC will be a provisional one. The final product wise status will be published in the official web-site of the Corporation.
- 6.15.9** The complaints / suggestions/ comments received will be scrutinized and the findings along with the rank list (L1, L2, L3 etc) will be published in the website of the Corporation.
- 6.15.10** Final rate list of L1 bidders will be published in the website of the Corporation.
- 6.15.11** All the other bidders in the bid status will be permitted to match their offered rate with the final L1 rate published.
- 6.15.12** A bidder, at any stage of tender process or thereafter, in the event of being found after verification by the Tender Inviting Authority/Award of contract, to indulge in fraudulent practices or concealment or misrepresentation of facts, in respect of the claims of

the offer, shall be rejected, the agreement will be terminated and the bidder is liable to be blacklisted. The alternate purchase of the contract quantity will be made at the risk and cost of the supplier.

6.15.13 The Tender Inviting Authority's decisions on the tender submitted may be based on the recommendations made by the various technical committees or otherwise as per the clauses as mentioned above.

6.16 Qualitative Evaluation of Samples

6.16.1 The bidders shall furnish specified No. of samples of the item listed in Appendix II for qualitative evaluation, free of cost, to the Tender Inviting Authority on the dates specified in Section III.

6.16.2 The bidders shall submit 3 packets of blinded samples having 10 kits each of independent packing (only the tender code No, name of the item & item code as in tender document shall be printed on the label) and 1 set of sale pack (with all prescribed label claim including Manufacturer name, Batch No., Manufacturing Date, Expiry date etc) with additional details like tender code No & item code. The bidder shall also furnish the in house test report of the item along with the sample submission.

6.16.3 The sample will be handed over to the technical committee for Sample evaluation. The decision of the technical committee on acceptance/rejection of the sample will be final and shall not be disputed.

6.16.4 No samples will be accepted after the period specified in Section III. In the event of non submission of samples, the offer for such item will not be considered. The items submitted as samples for evaluation should be of the same specifications for which the tender has been quoted. Any deviations from this will result in rejection of the offered product.

6.16.5 The samples for evaluation shall be submitted in a separate sealed cover superscripted by *"TENDER.NO. KMSCL/DRGED/ STK/RC/2018-002 DATED 20.02.2018 (for procurement of Salt Testing kit for NIDDCP)* only and no other identity marks, address etc shall be shown anywhere on the cover. The In house Test Report and the details of samples such as item code, item name, specification, name of the

manufacturer, number of test samples submitted etc must be furnished preferably on the letter head of the firm and to be kept inside the cover.

6.17 Inspection of Manufacturing Facilities

6.17.1 Inspections of the production and related facilities of bidders/suppliers will be at the discretion of the Tender Inviting Authority. Such inspection may be at any stage before or after acceptance of the Bid or Award of Contract.

6.17.2 Re-inspection of manufacturing units of bidders disqualified in factory inspection as part of the tenders for the year 2014-15 & 2015-16 will be conducted on remittance of re-inspection fee of Rs.1,00,000/- extra, which is not refundable. The re-inspection fee shall be submitted as separate Demand draft drawn in favour of **The Managing Director, KMSCL payable at Thiruvananthapuram** as specified in Section III of tender document.

6.17.3 Where inspections are conducted as above, all parts of the manufacturing units including the quality control section will be subjected to rigorous inspection/auditing, irrespective of the items quoted. The bidder/supplier will have to provide necessary arrangements for the conduct of inspection of the different facilities or in providing information as per the conduct of inspection of the different facilities or in providing information as per the details in the standard inspection report format, will lead to disqualification. However, undue demands, beyond the scope of the standard inspection report format etc made by the members of the inspector(s) shall be immediately notified to the Tender Inviting Authority by the manufacturer by fax/email, so that the disputes could be resolved before the Inspector(s) leave(s) the manufacturing facilities. The decisions of Inspector(s) will not be communicated to the bidder at their site and shall only be published on the website later.

6.17.4 Entry to all the areas of production including sterile products manufacturing/filling areas shall be facilitated.

6.17.5 The availability and working conditions of plant & machinery, technical experts, analytical facilities of quality control lab etc along with the compliance of standard operating procedures adapted for

the production of quality assured products shall be evaluated by the team for considering the eligibility of the firm.

- 6.17.6** Copy of one full set of the documents submitted for the bid should be made available at the time of inspection.
- 6.17.7** Originals of all the documents uploaded/submitted in the Technical Bids, should be produced for verification during inspection. Failure to produce any of the original documents will result in the rejection of the tender offer deeming that the supplier had made false statement at the time of the bid, as the case may be.
- 6.17.8** Key manufacturing areas will be photographed by the inspection team, as part of transparency and cross verification. Denial of permission for photographing may result in the rejection of tender offer deeming that the supplier had made false statement at the time of the bid, as the case may be.
- 6.17.9** Any firms during the inspection/re-inspection, found non complying with the requirements, will be rejected. In such case an amount of Rs.50,000/- will be deducted from the EMD/SD/any money due to the supplier. Further, alternate arrangements will be made for the procurement of the item from any other bidder willing to supply the product within the minimum delivery period, irrespective of the Bid status, or from the open market and the additional expenditure incurred will also be recovered from any money due to the supplier.

6.18 Acceptance /Rejection of bids:

- 6.18.1.** The Tender Inviting Authority reserves the right to accept/reject/cancel or defers the Tender submitted for any or all items. Price, which is a relevant factor, is not the only criteria in accepting/rejecting/cancelling/ deferring Tender for any or all items without assigning any reason. The other criteria to be considered will be quality, capacity to deliver the quantity required etc. Decision taken will be at the best interest of the Tender Inviting Authority, user institution, State Government and above all, in public interest.
- 6.18.2.** The Tender Inviting Authority attaches prime importance to the quality of the product supplied and competency of the bidder to supply the products in the quantity and quality specified and as per

the supply schedule in addition to looking at the prices of the products offered.

- 6.18.3. Proper packing, transport and other factors that could affect the quality and shelf life of the items would also be considered. Usually the lowest offers of bidders qualified for the Price Bid opening shall be accepted, unless one sided conditions unacceptable to the Tender Inviting Authority are made in the Price Bid.
- 6.18.4. At any point of time, the Tender Inviting Authority reserves the right to cancel or modify the supply order for the supply of all items or for any one or more of the items in a tender even after it is awarded to the successful bidder for breach of terms and conditions of the Tender Document and agreement.
- 6.18.5. The Tender Inviting Authority, or his authorized representative(s) has/have the right to inspect the factories of bidders, before releasing any purchase order(s) or at any point of time during the continuance of the tender and also has the right to reject the tender or terminate / cancel the purchase orders issued and or not to re-order, based on adverse reports brought out during such inspections.

Other terms and Conditions

- 6.18.1 The bidder will be responsible for making all statutory payments such as Income Tax and other statutory levies. If it is found that some statutory deduction is to be made at the source, the Tender Inviting Authority will have the authority to do so from the value payable for the goods supplied or from any amount due or becoming due to the supplier.

6.19 Notices

- 6.19.1 The Tender Inviting Authority will publish the following information on its website at the appropriate time as part of ensuring transparency in the tender process;
- 6.19.2 The tender notices, documents, Amendments, corrigendum, addendum etc, if any at any stage of tender process.
- 6.19.3 Results of the responsiveness of the Technical Bids.

- 6.19.4 List of bidders qualified for Price Bid opening and reasons for rejection of unqualified bidders.
- 6.19.5 Product wise rate list with the bid ranking status.
- 6.19.6 L1 rate list/ bid ranking status.
- 6.19.7 Final rate list.
- 6.19.8 Such other information which the Tender Inviting Authority desires to notify the stakeholders.
- 6.19.9 All notices or communications relating to or arising out of this tender or any of the terms there of shall be considered duly served on or given to the bidder/supplier if published in the website of the Corporation/e-mail/fax/post/courier or left at the premises, places of business or abode/communicated in any other manner.
- 6.19.10 The effective date of a notice shall be the date on which the notice is published in the website or when delivered to the recipient by e-mail/fax or the effective date specifically mentioned in the notice whichever is earlier.

6.21. Award of Contract

- 6.21.1. *Criteria: - The subject tender is a running contract.* The contract will be awarded to the lowest evaluated responsive bidder qualifying to the final round after Technical and Price Bid evaluation subject to the reservations and preferences to the State MSMEs/PSUs.
- 6.21.2. *Variation of quantities during currency of Contract:* - The quantity of the requirement stated in this Tender Document is an estimated one for the purpose of the contract. The variations as noted above will be $\pm 25\%$ without any change in the agreed rate and other terms & conditions.

6.22 Letter of Intent

- 6.22.1 The Tender Inviting Authority shall issue Letter of intent/ Purchase Order in respect of the material selected. Communication by email will be deemed as valid communication.

6.23 Signing of Contract

- 6.23.1 The successful bidder, upon receipt of the Letter of intent / Purchase Order, shall communicate the acceptance of the Letter of Intent/Purchase order in the copy of the Letter of Intent/Purchase order, furnish the required Security Deposit, furnish the documents required to be furnished and also submit an agreement in the prescribed format as given in **Annexure-IX** within 15 days, in a non-judicial Kerala stamp paper of value of Rs.200/- (stamp duty to be paid by the bidder).
- 6.23.2 The successful bidder at the time of submission of the agreement shall furnish copy of notary attested Documentary evidence for the constitution of the company /concern such as Memorandum and Articles of Association, along with notary attested copies of Form 32 whenever there is a change of Directors, Latest Partnership deed (Notary attested copy) etc. with details of the Name, Address, Telephone Number, Fax Number, e-mail address of the firm and of the Managing Director / Partners / Proprietor. The list of present MD & Directors of the firm shall also be furnished separately.
- 6.23.3 The purchase order may be placed after the issuance of the Letter of Intent, pending execution of agreement and the supplier shall execute the supply as per terms and conditions in the tender.
- 6.23.4 If the successful bidder fails to furnish the documents sought and/or, execute the agreement and/ or to deposit the required security deposit within the time specified or withdraws the tender, the award will stand cancelled and the Earnest Money Deposit deposited along with the tender shall stand forfeited without any notice and the bidder shall also be liable to be blacklisted as specified in Clause 6.39.
- 6.23.5 If the withdrawal is in respect of particular product/products under the circumstances or the situations as above, the EMD will stand forfeited in respect of that/those product(s) and the product(s) will also be liable to be blacklisted as per Clause 6.39.
- 6.23.6 Withdrawal after award of contract will necessitate alternate purchase at the risk and cost of the bidder and the additional cost over and above the accepted price will be recovered from payments due/deposits/BG/by the way of revenue recovery.

- 6.23.7 Non-compliances in any of the contract provisions will lead to the termination of contract and will be liable for blacklisting as per Clause 6.39.
- 6.23.8 The bidder shall not, at any time, assign, sub-let or make over the contract or the benefit thereof or any part thereof to any person or persons what so ever. Such practices will be deemed as fraudulent practices and also as breach of terms of contract. All penal provisions such as blacklisting, termination of contract etc will apply. LOI/PO are liable to be cancelled at the risk and cost of the supplier. Product(s), if any, supplied in such manner will be disqualified and rejected summarily.

6.24. Security Deposit

- 6.24.1. There will be a Security Deposit amounting to 5 % of the total value of the awarded items as per Letter of Intent including taxes, which shall be furnished by the successful bidder to the Tender Inviting Authority within 15 days from the date of communication of LOI.
- 6.24.2. The Security Deposit should be paid upfront along with each contract on or before the due date fixed in the LOI/PO by Tender Inviting Authority in the form of Demand Draft drawn in favour of the Managing Director, Kerala Medical Services Corporation Limited payable at Thiruvananthapuram / Bank Guarantee in the format as given in **Annexure-X** for a period of 18 months from the date of Letter of Intent.
- 6.24.3. The Security Deposit shall be denominated in Indian Rupees and shall be in any one of the forms namely Account Payee Demand Draft or Bank Guarantee issued by a Scheduled / Nationalized bank in India and endorsed in favour of the Tender Inviting Authority.
- 6.24.4. In the event of any failure /default/deviations from the tender agreement of the successful bidder with or without any quantifiable loss to the Tender Inviting Authority, the amount of the Security Deposit is liable to be forfeited.

- 6.24.5. Tender Inviting Authority will release the Security Deposit without any interest to the bidder on successful completion of the bidder's all contractual obligations.
- 6.24.6. The Bank Guarantee submitted in place of EMD/Security Deposit shall be in the prescribed format as in the Annexures to this document. Bank Guarantee in no other form will be accepted and will be liable for rejection of the same.
- 6.24.7. The State public Sector Undertakings and MSME's are exempted from furnishing the security deposit for the products manufactured within the state of Kerala

6.25. Purchase Procedures

- 6.25.1. After the conclusion of Price Bid opening, the lowest offer (after giving preferences to MSMEs and State PSUs) is declared as L₁ rate and the bidder offering the L₁ rate for the item for which the tender has been invited shall be called as the L₁ bidder.
- 6.25.2. The Tender Inviting Authority will publish the bid status and L₁ rate in the website of the Corporation permitting the other eligible bidders to match with the lowest rate for the item quoted by them and the bidder, who has given consent, in writing, will be considered as Matched L₁ bidder. The bidders agreeing for matching with lowest rate shall furnish the revised rate breakup details of their final rate in the price bid format. The matched L1 Bidder, on placement of LOI will be deemed as L1 rate supplier for the purpose of the tender and all provisions of the tender document applicable to the L1 bidder will apply to the matched L1 supplier also.
- 6.25.3. The L₁ bidder is eligible for placement of Purchase Orders for the item and if there is more than one L₁ supplier, the purchase orders for the requirement of items will be placed among them in equal/appropriate proportions.
- 6.25.4. The Corporation reserves the right to split the order with two or more suppliers willing to match with L₁ rate as per the tendered quantity and the past performance of the supplier and preferences applicable to State PSUs/MSMEs. The division will be according to the bid ranking status. Where other eligible bidder match with the L1 rate, the award will be illustrated as follows:

- i. if L_2 bidder matches with the lowest rate then the quantity will be ordered in the ratio 70:30 between L_1 & L_2 bidders.
- ii. in case of bulk quantity, if L_2 & L_3 bidders match with the lowest rate then the ratio will be 60:20:20.
- iii. in case L_2 / L_3 bidder has not matched with the lowest rate then the share of the order will be given to the next matched bidder according to the bid ranking status.

6.25.5. The division of quantity to State MSMEs is as follows;

6.25.5.1. If the MSME has quoted the lowest rate, the quantity will be ordered as per Clause 6.25.3 & 6.25.4 above. The offer of other MSMEs coming within the price preference of 10% will not be considered.

6.25.5.2. If the rate quoted by one MSME is not L1 but comes within the price band of $L1 + 10\%$, then orders will be placed for 30% or the quantity offered by the MSME whichever is lesser. The orders for the remaining quantity will be placed with the L1/other matched bidders as specified in Clause 6.25.4.

6.25.5.3. If two or more MSMEs comes within the price band of $L1 + 10\%$, then the 30% eligible to State MSMEs will be divided in the ratio specified in Clause 6.25.3 & 6.25.4 provided the second MSME matches with the lowest quoted MSME.

6.25.5.4. If the MSMEs matches with the L1 rate then the division will be given as specified in Clause 6.25.3 & 6.25.4 limited to their offered quantity.

6.25.6. If the L_1 supplier has failed to supply the required items in full/in part within the stipulated time or within the time extended, as the case may be, the Tender Inviting Authority will cancel the unexecuted quantity of purchase orders. On such cancellation, the Tender Inviting Authority will place Purchase Orders with the Matched L_1 bidder or to the next bidder(s) according to the bid ranking status at the risk and cost of the defaulted supplier.

6.26. Supply Conditions

- 6.26.1.** Purchase orders will be placed with the successful bidder based on the existing stock, availability of funds, directions of the Government and/or at the discretion of the Tender Inviting Authority. The bidder shall furnish the delivery schedule as stipulated in Section V.
- 6.26.2.** The item supplied by the successful bidder shall be of the best quality and shall comply with the specifications, stipulations and conditions specified in Section IV. The item supplied in contravention to the specification, conditions in Section IV will be summarily rejected.
- 6.26.3.** The item supplied in violation of above condition will not be accepted. In such cases the bidder shall take back the items from the warehouse premises at his own expenses within twenty days (20 days) from the date of intimation from the TIA. If the bidder fails to take back the items; TIA at its discretion shall collect demurrage charges of the value of such item from any money due/becoming due to the supplier.
- 6.26.4.** The supplier shall supply the item required by the Tender Inviting Authority at the destination(s) within the period stipulated in the purchase order.
- 6.26.5.** Where more than one batch is supplied under an invoice, the quantity supplied under each batch shall be stated in the Invoice.
- 6.26.6.** The supplier shall intimate the ambiguity, if any with respect to pack size/ Production Capacity etc in the purchase orders issued to them within 10 days from the date of Purchase order. Beyond 10 days it would be deemed that the supplier has accepted the purchase order and supplies shall be executed as per the terms and conditions in the order.
- 6.26.7.** The quantity supplied in excess of the total ordered quantity will not be accepted. The Tender Inviting Authority will not be responsible for the loss to the supplier and will not entertain any demand/claim.
- 6.26.8.** The labeled shelf life of item supplied should be not less than the period mentioned against the item in list of item Tendered (Section IV). Only those bidders who can manufacture and supply the

product with the required shelf life shall only quote the product. The product of labeled shelf life lesser than required shelf life will not be accepted.

- 6.26.9. The bidder/supplier shall not have two different shelf life for the same product, either supplied to the KMSCL and open market or other agencies. Where it is found that the bidder has a longer shelf-life for a product supplied to the open market or to other agencies and has adopted a reduced shelf-life for supplies to the KMSCL, it will be deemed as a fraudulent practice and appropriate penal actions will be taken.
- 6.26.10. All item supplied should retain prescribed Quality & maximum potency throughout the shelf life and **should have minimum 80% shelf life** from the date of manufacture when supplied to the Corporation. It is imperative that the materials supplied are in proper packaging capable of protecting the item throughout their shelf life. Materials supplied without following the above conditions will be rejected.
- 6.26.11. The bidder shall submit the certificate of analysis from at least one international agency like WHO,UNICEF,MI and National Level Laboratories such as National Institute of Nutrition Hyderabad, National Centre for Diseases Control Delhi, All India Institute of Medical Sciences New Delhi, All India Institute of Hygiene & Public Health Kolkatta,Central Food Technological Research Institute Mysore,Indian Council of Medical Research& Council of Scientific and Industrial Research Laboratories with necessary protocols for every batch of items supplied along with the consignment. The bidder shall furnish a notary attested declaration in this regards as specified in **Annexure-V** along with the technical bid.
- 6.26.12. Before the shipment of the item against the purchase order, the supplier shall furnish the **copy of the invoices**, the **certificate of analysis** from at least one international agency like WHO,UNICEF,MI and National Level Laboratories such as National Institute of Nutrition Hyderabad, National Centre for Diseases Control Delhi, All India Institute of Medical Sciences New Delhi, All India Institute of Hygiene & Public Health Kolkatta,Central Food Technological Research Institute Mysore,Indian Council of Medical Research& Council of Scientific

and Industrial Research Laboratories with necessary protocols for all the batches in the invoices and **the in-house test reports** to the Quality Control Division of the Corporation through e-mail (qcapproval@gmail.com). The Quality Control Division will verify the test reports and confirm that the test report is complete and covering all the parameters as prescribed in the official monograph or other standards for the item and will update the status as **“Accepted”** or **“Rejected”** in DDMS software against each batch.

- 6.26.13. The item supplied at the warehouses will be accepted and taken into stock based on the approval status available in DDMS software. In case, if the test report is found **“Rejected”**, the entire quantity of the batch will not be accepted.
- 6.26.14. Bidder shall supply the product at the Drugs Warehouses of the Kerala Medical Service Corporation Limited located at various places in Kerala and/ or the places/ points specified in purchase orders, by door delivery. The location of present Drug Warehouses is mentioned in Appendix- I. If the items are wrongly delivered to the warehouses, expenditure incurred by the Corporation towards transporting the same to the destination warehouse shall be recovered from the supplier. Wrong delivery at a different place will not form ground for claim of ‘on time delivery.’ The consignment should be delivered at the destination on the scheduled date and mere dispatch on or before the scheduled date of delivery will not be deemed as compliance of the delivery schedule.
- 6.26.15. The suppliers have to furnish the details of consignment in advance, while the goods are loaded in the vehicle for obtaining the e-token. The condition of submitting e-token for all goods moving into/out from the State is as follows;
- 6.26.15.1. *Those consignments requires e-token through Roadways/Airport/Railways shall forward the request to edtoken@kmscl.kerala.gov.in with the copy of invoice, Expected Check post and date of arrival, Vehicle No. and copy of relevant documents having details of quantity and weight. KMSCL will prepare the e-token and forward to the consignee. The Corporation will not be responsible, if any delay in the preparation of e-token*

occurred due to errors in invoice, change in arrival Check post/date, incomplete details of vehicle etc.

6.26.15.2. *E-way bill are governed by the Commercial taxes department of Kerala. Time to time changes published by the Government shall be applicable in the process of e-token. Issue of e-tokens shall be in adherence to the directions of Government of Kerala.*

6.26.16. The supplier shall, after supply of materials at the specified destinations, submit Invoice (Original), certificate of analysis of each batch tested in **in-house testing laboratory in addition to the** certificate of analysis from at least one international agency like WHO,UNICEF,MI and National Level Laboratories such as National Institute of Nutrition Hyderabad, National Centre for Diseases Control Delhi, All India Institute of Medical Sciences New Delhi, All India Institute of Hygiene & Public Health Kolkatta,Central Food Technological Research Institute Mysore,Indian Council of Medical Research& Council of Scientific and Industrial Research Laboratories, at the Head Office, KMSCL claiming payment for the supply made.

6.26.17. The supplier shall supply the material at the specified destination(s) and submit the invoice, copy of the Purchase order, Test Reports from certificate of analysis from any one international agency like WHO,UNICEF,MI and National Level Laboratories such as National Institute of Nutrition Hyderabad, National Centre for Diseases Control Delhi, All India Institute of Medical Sciences New Delhi, All India Institute of Hygiene & Public Health Kolkatta,Central Food Technological Research Institute Mysore,Indian Council of Medical Research& Council of Scientific and Industrial Research Laboratories, Delivery Chelan and other relevant documents at the destinations. The invoice shall specify the generic name of the material as tendered together with brand name if any. Where more than one batch of the item is supplied under one invoice, the quantities of each batch supplied shall be clearly specified. The date of manufacture, the date of expiry of each batch shall be specified in the invoices and the test reports. The quantity supplied shall be in terms of the units mentioned in the Tender Document. The suppliers are cautioned that the variation in the description of Product/Batch No in the invoice/analysis report and

actual supplies will be considered as improper invoicing and such supplies will not be accepted.

- 6.26.18.** The supplier shall take utmost care in supplying quality materials and ensure that the batch number(s) mentioned in the packages of the items tally with the batch number(s) mentioned in the Invoice produced to the Tender Inviting Authority for payment. Also the supplier shall ensure the quantity relevant to the Batch Number(s) of the materials mentioned in the invoice. Where variations are noticed the supplier shall furnish proper document detailing each batch supplied together with quantities there off in each batch. The supplier will not be eligible for payments without furnishing proper document.
- 6.26.19.** It is the onus of the supplier to supply materials to the destinations mentioned in the Purchase Order and supply shall conform to the condition mentioned in the Tender Document, packing and labelling requirements as per **Annexure-VI**. Delivery of goods shall be made as stipulated in the purchase order and deviations will be deemed as non-deliveries and liable for penalties as provided.
- 6.26.20.** In the case of failure to supply by a bidder, the Tender Inviting Authority can procure the defaulted quantity from other bidder whom so ever agrees to supply within the prescribed time schedule at the risk and cost of the default bidder. If no other bidders are available or no other bidders are offering the defaulted quantity within the prescribed time schedule, Tender Inviting Authority at its discretion may procure the defaulted quantity of materials from any other sources or from open market at the risk & cost of the defaulted supplier. A penalty of 10% of the value of unexecuted quantity or the extra expenditure incurred for the alternate purchase of the item, whichever is higher will be levied from the defaulted supplier.
- 6.26.21.** The bidder will be responsible for any shortages/damage at the time of receipt in Warehouse. Tender Inviting Authority is also not responsible for the excess quantity of the item received, for which no order is placed. In such cases, the bidder shall take back the excess quantity supplied at his own expenses within 15 days from the date of such intimation from the Tender Inviting Authority. If the supplier has not taken back the item, even after the intimation, the excess quantity supplied will be disposed at the discretion of TIA

without consideration for any payments to the supplier in lieu of that quantity.

6.27. Logograms

6.27.1. Logogram means, wherever the context occurs, the design as specified in **Annexure-VI**. The name of the item stated in logogram shall be mentioned in English. Logogram and “KERALA GOVERNMENT SUPPLY – NOT FOR SALE” shall appear in primary, secondary and tertiary packing of all products.

6.27.2. Bidders for the supply of item shall be considered only if the bidder gives undertaking as in **Annexure-V** in this tender that the supplies will be prepared and packed with the logogram either printed or embossed as per the design specified in **Annexure-VI**.

6.27.3. The items quoted are to be supplied in standard packing with logogram and “KERALA GOVERNMENT SUPPLY – NOT FOR SALE”. Affixing of stickers printed with indelible ink will be permitted on request only in case of imported products on merits.

6.27.4. Supply of items without the logogram and/or “KERALA GOVERNMENT SUPPLY – NOT FOR SALE” will be treated as breach of the terms of agreement and penalties will be levied as per Clause 6.31.6. Repeated breach of contract on the above condition will result in termination of contract and other penal provisions are applicable.

6.27.5. The items supplied shall not be printed with Maximum Retail Price (MRP) on their primary/secondary/ tertiary packing.

6.28. Packing and Labeling

6.28.1. The items shall be supplied in the packages with logograms and printings specified here under and in **Annexure-VI**. The materials shall also be supplied with bar coding conditions. (For details visit website www.gs1india.org)

6.28.2. 2D/1D bar coding as per GS1 standard should be done on primary, secondary and tertiary packing of the supplies as per the specifications given in **Annexure-VI**. Supply of items without specified bar coding as per GSI Standards will not be accepted.

- 6.28.3. The packing of salt testing kit should be independently packed and not more than 10 kits in a bigger package, for the purpose of each of transportation/distribution. Each kit shall be strictly as per the specification mentioned in **Annexure-VI**.
- 6.28.4. Damaged/Mutilated labels due to spillage, breakage or poor quality of containers, closures, packing materials etc would attract penalty @ 5% of value of such supply.
- 6.28.5. It should be ensured that only first hand fresh packaging materials of uniform size are used for Packing. Packing of recycled paper or packages of different products/companies are prohibited. The penal charges for usage of packets of other products shall be 5% of the total value of item (s) in question after notice.
- 6.28.6. All primary packing containers should be strictly conforming to the specification included in the relevant pharmacopoeia or other official monograph or other requirements relevant to the material concerned.
- 6.28.7. The secondary/tertiary packaging in master carton shall be in 5 ply carton cardboard box **made of virgin craft paper(120GSM) and minimum bursting strength of 7Kg/cm²** and not more than 15 kg. Where heavier packaging is required 7-ply cardboard (**minimum 120 GSM paper) and minimum bursting strength of 7Kg/cm²** shall be used. Failure to comply with the packaging requirement would attract penalty @ 5% on the value.
- 6.28.8. The primary, secondary units, bottles and packing materials should be of sufficient strength to withstand the weight of other boxes stacked on it, (as per stacking norms) while on transit and on storage and also should be able to prevent damage or deterioration during transit and storage in the climatic conditions of the Kerala throughout shelf life of items. The tertiary carton of every dispatch should be minimum 5 ply cardboard **made of virgin craft paper(120GSM) and minimum bursting strength of 7Kg/cm²** in order to prevent damage during transit. The Tender Inviting Authority shall arrange for the repacking of drugs and other materials, if it is found that the packing materials are damaged or deteriorated during storage in the warehouses or user institutions, and such additional cost shall be deducted from the amount payable to the default supplier.

6.28.9. In the event of items supplied is found to be not as per specifications in respect of their packing/labeling, the Tender Inviting Authority is at liberty to make alternative purchase of the items for which the Purchase orders have been placed from any other sources or from the open market or from any other bidder who might have quoted higher rates at the risk and the cost of the supplier and in such cases the Tender Inviting Authority has every right to recover the cost and impose penalty as mentioned in Clause 6.31.7.

6.29. Quality Testing, Quality Control Deduction and Penalties

6.29.1. All the batches of the items supplied shall be supported by test/certificate of analysis from at least one international agency like WHO, UNICEF, MI and National Level Laboratories such as National Institute of Nutrition Hyderabad, National Centre for Diseases Control Delhi, All India Institute of Medical Sciences New Delhi, All India Institute of Hygiene & Public Health Kolkatta, Central Food Technological Research Institute Mysore, Indian Council of Medical Research & Council of Scientific and Industrial Research Laboratories/. The TIA has the right to get the materials tested at the laboratories of his choice for further verifications, though this is not a pre-condition for acceptance of goods.

6.29.2. The decisions of the TIA based on the reports of the Drugs Control Department of the State on the quality of the drugs/supplies will be conclusive. If the item cannot be tested in the Government Drugs Testing Laboratory, due to any reasons, the test results of the Testing Laboratories empanelled by the Corporation will be final and conclusive.

6.29.3. Products varying in appearance/description will be deemed as Not of Standard Quality by the Tender Inviting Authority. Use of primary and secondary packaging material not suitable or appropriate or adequate enough to preserve the properties of the drug/supplies will also cause the item to be deemed as Not of Standard Quality for the purpose of the tender.

6.29.4. The materials shall be of standard quality throughout the shelf life period of the item. Samples will be drawn for quality testing periodically throughout the shelf life period either on complaint or *suo motto*.

- 6.29.5.** In case of any complaint received from the institutions, public, Doctors, Medias etc, the available stock will be frozen, payment will be with held and samples of the batch drawn from the point of complaint will be tested for quality.
- 6.29.6.** If a sample is found as not of standard quality by the Tender Inviting Authority, the available stock of the batch will be frozen pending decision on mode of disposal. The Tender Inviting Authority, at his discretion may terminate the Contract and in case of such termination, the Supplier shall be liable for all losses sustained by the Tender Inviting Authority in consequence of such termination, which may be recovered from the Security Deposit made by the Supplier and / or any other money due or becoming due to him. In the event of such amounts being insufficient, the balance may be recovered from the Supplier or from his properties as per the provisions of Law.
- 6.29.7.** In the event the materials supplied is rejected based on report of analysis, the Tender Inviting Authority is at liberty to make alternative purchase of the items for which the Purchase orders will be placed with any other sources or from the open market or from any other bidder who might have quoted higher rates at the risk and the cost of the supplier, and in such cases the Tender Inviting Authority has every right to recover the cost and to impose penalty.
- 6.29.8.** Where the item is declared as not of standard quality by the approved laboratory, the supplier will not be eligible for any payment of the cost of the entire batch of the item irrespective of the fact whether the same has been partially or fully consumed.
- 6.29.9.** Where a second batch of the same item /material supplied is also declared as NSQ for reasons as above, the supplier will be liable for a penalty equivalent to 50 percent of the value of the batch supplied in addition to the value of respective batch.
- 6.29.10.** Where a third batch of the same item supplied is also declared as NSQ for reasons as above, the supplier will be liable for a penalty equivalent to 100 percent of the value of the batch supplied in addition to the value of the respective batch.
- 6.29.11.** If any three batches of the particular item supplied by the firm during the contract period, fail in any of the quality tests conducted by the Tender Inviting Authority and/or by the Drugs Control Department, then that

particular product of that firm will be blacklisted for a period up to 3 years.

6.29.12. The unused portion of a batch of item declared as Not of Standard Quality shall not be returned to the supplier while such batches will be destroyed and the cost incurred for this purpose will be recovered from the supplier from any money due/becoming due to the supplier.

6.28.16. The decision of the Tender Inviting Authority or any Officer authorized by him as to the quality of the supplied items shall be final and binding.

6.30. Payment Provisions

6.30.1. No advance payments towards costs of items will be made to the supplier.

6.30.2. Payments for supply will be considered only after supply of 50% of the quantity ordered is completed, provided reports of certificate of analysis from at least one international agency like WHO, UNICEF, MI and National Level Laboratories such as National Institute of Nutrition Hyderabad, National Centre for Diseases Control Delhi, All India Institute of Medical Sciences New Delhi, All India Institute of Hygiene & Public Health Kolkatta, Central Food Technological Research Institute Mysore, Indian Council of Medical Research & Council of Scientific and Industrial Research Laboratories together with in-house test report are furnished along with the invoice in respect of each batch supplied. The test Reports must be complete. Where it is observed that for any batch of the supplies the report as above is not furnished, payment of the entire consignment would be withheld pending verifications and the entire consignment would be liable to be rejected.

6.30.3. 95% Payments towards the supply of items will be made as per terms and conditions laid down in the Tender Document and 5% would be retained as Performance Guarantee. Payment of the balance 5% will be made only after 18 months from date of LOI or 3 months after satisfactory completion of supply, whichever is later. All payments will be made only by way of electronic fund transfer in favour of the supplier for which the bank details shall be furnished to the Tender Inviting Authority along with Technical Bid.

- 6.30.4. All the suppliers can access the updates of their supply and invoice wise payments status by logging in to the online DDMS software linked with the official website of the Corporation (www.kmscl.kerala.gov.in) with their respective user name and password allotted to each supplier. If any discrepancies found with the submitted documents, the Corporation will update the details in online DDMS software. The Suppliers have to verify DDMS software and to re-submit the short fall documents, if any, recommended by the Corporation.
- 6.30.5. The supplier shall desist from deputing their representatives to the head office of the Tender Inviting Authority for follow up for payments. All communications in this regard shall be in writing and the Tender Inviting Authority discourages the visits, phone calls etc as part of transparency policy.
- 6.30.6. All bills/ invoices should be raised in duplicate and should be drawn as per the rules and regulations in force and provisions in this tender in the name of **Managing Director, Kerala Medical Services Corporation Ltd., Thiruvananthapuram**. The original invoice along with the certificate of analysis in respect of every batch supplied shall be submitted to the Headquarters along with in house test reports. The duplicate invoices along with certificate of analysis shall be submitted at the District Drug Warehouses/scheduled delivery points along with the supply. No payment will be effected if the above provisions are not complied with.
- 6.30.7. Subject to the conditions mentioned in the Purchase Order, Tender Document, Agreement executed by the supplier and this Policy, the Supplier is entitled for the payment against supply. In case of any discrepancy in levy of LD, Penalty, Unexecuted Fine, Short Passing of Bills, such discrepancy shall be intimated within 15 days from the date of receipt of payment, failing which the Tender Inviting Authority will not entertain any claim thereafter.
- 6.30.8. If at any time during the period of contract, the price of tendered items is reduced or brought down by any law or Act of the Central or State Government or by the bidder himself, below the contracted rate, their contracted rate will stand reduced automatically to reduce the level. Failure to supply at the reduced rate will be deemed as withdrawal from the tender and contract and will be dealt with

accordingly. If supplies are made at higher rates after the rate of reduction, payments will be eligible at the reduced rates only.

6.30.9. In case of any enhancement in GST by notification of the Government after the date of submission of bids and during the tender period, the quantum of additional GST so levied will be allowed to be charged without any change in price structure of the items approved under the tender provided the supply is made on time. If the supplier has failed to supply the items as scheduled in the purchase order and any delay has occurred on the part of the supplier in supplying the item and if the enhancement in statutory levies occurred during this delayed period then such enhancement will not be given by the TIA and the Supplier has to bear the cost of such extra levies. For claiming the additional cost on account of the increase in GST, the bidder should produce proof of payment of additional GST on the goods supplied to Tender Inviting Authority. If the documentary evidence for increase in GST is produced, then the invoice amount with the enhanced rates of GST will be admitted, after due verification.

6.31. Penalties & Deduction in Payments

6.31.1. All supply should be made within the stipulated time and as per the scheduled quantity as mentioned in Section V/purchase order.

6.31.2. If the supply reaches the District Drug Warehouses beyond the stipulated time as mentioned in Section V, liquidated damages will be levied at the rates mentioned therein for the delayed supplies, irrespective of the Tender Inviting Authority having actually suffered any damage/loss or not, on account of delay in effecting supply.

6.31.3. Purchase orders will be cancelled under the conditions mentioned in Section V after levying penalties at the rates mentioned therein and such penalty is recoverable from any amount payable to the supplier.

6.31.4. However, the Tender Inviting Authority may receive supply even after expiry of the scheduled date from the date of purchase order, at its discretion, considering the urgency of the essential item for the user Institutions and in such case, liquidated damages will be levied at 0.5% per day of the value of the delayed supply subject to a maximum of 10% percent.

6.31.5. If the supply is received in damaged condition it shall not be accepted. In case of damage in the tertiary packing only, the supply

will be accepted only after levying penalty @ 5% on the total value of supply to that destination. Continuance of supply in damaged packages will lead to termination of contract. The supplier shall have to replace the goods with damage in primary or secondary packing and the penalty equal to the penalty for unexecuted supplies will be levied for the damaged goods and payments will be withheld till proper replacement.

6.31.6. All the bidders are required to supply the products with logogram and with prescribed packing specifications. The supplies shall not be printed with MRP on their primary/secondary/ tertiary packing. If there is any deviation in these Tender conditions a penalty will be levied @ 5% irrespective of the Tender Inviting Authority having actually suffered any damage/loss or not, without prejudice to the rights for alternative purchase specified in Clause 6.31.7.

6.31.7. In the event of making Alternate Purchase, the excess expenditure over and above contracted prices incurred by the Tender Inviting Authority in making such purchases from any other sources or in the open market or from any other bidder who has quoted higher rates and other losses sustained in the process, shall be recovered from the Security Deposit or Performance Guarantee or from any other money due and become due to the supplier and in the event of such amount being insufficient, the balance will be recovered personally from the supplier.

6.31.8. If LOI/Purchase order is cancelled or agreement is terminated/blacklisted, the Corporation is at liberty to purchase the entire tendered quantity of the item from any other sources at the risk and cost of the defaulted bidder.

6.31.9. In all the above conditions, the decision of the Tender Inviting Authority shall be final and binding.

6.32. Saving Clause

6.32.1. No suit, prosecution or any legal proceedings shall lie against Tender Inviting Authority or any person under him for anything that is done in good faith or intended to be done in pursuance of this tender.

6.33. Applicable Law & Jurisdiction of Courts

6.33.1. The contract shall be governed by and interpreted in accordance with the laws of India for the time being in force.

- 6.33.2.** Any bidder who had accepted the Tender Terms and Conditions of previous bids floated by the Corporation and had given a declaration of acceptance but had subsequently violated any of the said Terms and Conditions and for which no other penalty is specified in the Tender Terms and Conditions will be deemed to have indulged in unacceptable/unfair tender practices and the breach of tender/contract terms and will be liable for termination of contract and blacklisting.
- 6.33.3.** Any and all disputes arising out of this tender will be subject only to the jurisdiction of courts of law / tribunals situated in Thiruvananthapuram City or normally having territorial jurisdiction over Thiruvananthapuram City only, or the High Court of Kerala as applicable. It is possible that jurisdiction to file disputes may be available before courts of law, including High Courts, or tribunals situated elsewhere. However, considering the limited resources of the Corporation, the bidders should specifically agree and covenant not to file any legal proceedings before any such courts of law/tribunals and should undertake and bind themselves to initiate and carry on legal proceedings in respect of this Tender exclusively before the courts of law/tribunals situated in or normally having territorial jurisdiction over Thiruvananthapuram City, or the High Court of Kerala as applicable. Any bidder who violates these conditions will be held to have indulged in an unacceptable/unfair tendering practice and will be deemed ineligible to participate in any of the bids of the Corporation for a period of three years from the date of the breach/violation of the aforesaid conditions.
- 6.33.4.** The suppliers are also required to abstain from printing the words “subject to jurisdiction of Delhi Courts only” etc on the invoices submitted, which may force the Tender Inviting Authority to entertain the payment only after the supplier undertakes in writing his/her agreeing to the conditions above in respect of the jurisdiction of the courts of Kerala.
- 6.34. Corrupt or Fraudulent Practices**
- 6.34.1.** It is required that all concerned namely the bidders/ Successful bidders etc to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Tender Inviting Authority defines, for the purposes of this provision, the terms set forth below as follows:

6.34.1.1. “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of any person in the procurement process or in contract execution and related activities of the Corporation.

6.34.1.2. Without prejudice to the provision of Clause 2.10 of this Tender Document “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Tender Inviting Authority, and includes collusive practice among bidders (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive the Tender Inviting Authority of the benefits of free and open competition. Suppression of facts such as blacklisting of the product/bidder elsewhere for reason of failure in quality / conviction under Drugs and Cosmetics Act/submission of fake document will be deemed as fraudulent practices. Making false/incorrect statement will also be treated as fraudulent practice.

6.34.2. Government/ Tender Inviting Authority will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question; will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract by the Tender Inviting Authority, if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing the contract.

6.34.3. No bidder shall contact the Tender Inviting Authority or any of its officers or any officers of the Government on any matter relating to its bid, other than communications for clarifications and requirements under this tender in writing, with an intention to influence the members of various committees or officials of Tender Inviting Authority or any person associated with KMSCL. Any such effort by a bidder to influence the Tender Inviting Authority/ factory inspection team/ sample evaluation committee/ bid comparison or contract award decisions may result in rejection of the bid.

6.34.4. The supplier shall not be in any way interested in or concerned directly or indirectly with, any of the officers, subordinates or servants of the Tender Inviting Authority in any trade or business or

transactions nor shall the supplier give or pay promise to give or pay any such officers, subordinates or servants directly or indirectly any money or fee or other considerations under designation of “Custom” or otherwise, nor shall the supplier permit any person or persons whom so ever to interfere in the management or performance hereof under the power of attorney or otherwise without the prior consent in writing of the Tender Inviting Authority. Any such effort by the supplier to influence the Tender Inviting Authority or its officers may result in rejection of the bid.

6.35. Code of Conduct for Suppliers

6.35.1. The following principles are expected to be adopted by the manufacturers as part of quality assurance norms and also as commitment towards the welfare of the workers.

A. Labour:

- i. Workers shall be sufficiently literate to know and understand the nature and precise requirements of the works entrusted to them and the risks involved therein.
- ii. Workers shall also be literate enough to read and understand the instructions relating to a work and perform the work exactly as per the needs without any deviation. They should also be literate enough to maintain the records of the works performed.
- iii. Workers shall be well informed, and in needed trained, in safety measures and procedures in the work area.
- iv. The work places, machineries and equipments, chemicals, reagents and materials, the environment in general and the in the workplaces in particular, shall be safe without any risk to the general health or life of the workers.
- v. Monitoring the health of the personnel handling cytotoxic substances and other drugs of hazardous nature is very important. Norms, if any, prevailing in such matters shall be properly adhered to. If no norms prescribed by statutory agencies are available, own norms shall be developed and implemented.
- vi. Personnel attending to works that cause strain to the eyes shall be given sufficient rest in between.
- vii. The hours of working shall not be unreasonably extended as extended work hours could affect the quality of work.

- viii. Waste of human hours shall also be avoided.
- ix. Wastage of all types including water, energy are to be reduced.

B. Unethical practices: Unethical practice of any form will be least tolerated. These include:

- Contacting KMSCL officials or persons associated with its activities for no specific reason,
- giving gifts, providing hospitality, invitations for cultural/ scientific/ social events, offer of holidays, free goods or services etc;
- trying to influence officials or the associates of the Corporation under the cover of region, religion, political consideration, language, relationship etc;
- offer of employment to any of the employee' relative or associate of the employee of the Corporation etc. KMSCL will not tolerate any such activity on the part of the suppliers and such norms apply to the employees of the Corporation also.

6.36. Force Majeure

6.36.1. For purposes of this clause, Force Majeure means an event beyond the control of the successful bidder and not involving the successful bidder's fault or negligence and which is not foreseeable and not brought about at the instance of , the party claiming to be affected by such event and which has caused the non – performance or delay in performance. Such events may include, but are not restricted to, acts of the Tender Inviting Authority either in its sovereign or contractual capacity, wars or revolutions, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes excluding by its employees, lockouts excluding by its management, and freight embargoes. **Scarcity of raw materials and power cut are not considered as force majeure.**

6.36.2. If a *Force Majeure* situation arises, the successful bidder shall promptly notify the Tender Inviting Authority in writing of such conditions and the cause thereof with satisfactory documentary proof, within twenty one days of occurrence of such event. **The time**

for making supply may be extended by the Tender Inviting Authority at its discretion for such period as may be considered reasoe.

6.36.3. In case due to a *Force Majeure* event the Tender Inviting Authority is ue to fulfill its contractual commitment and responsibility, the Tender Inviting Authority will notify the successful bidder accordingly and subsequent actions taken on similar lines described in above sub-paragraphs.

6.37. Resolution of disputes

6.37.1. If dispute or difference of any kind shall arise between the Tender Inviting Authority and the successful bidder in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations.

6.37.2. If the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, then, unless otherwise provided in the Tender Document, either the Tender Inviting Authority or the successful bidder may give notice to the other party of its intention to commence arbitration, as provided the applicable arbitration procedure will be as per the Arbitration and Conciliation Act, 1996 of India.

6.37.3. In the case of a dispute or difference arising between the Tender Inviting Authority and a bidder relating to any matter arising out of or connected with the contract, such dispute or difference shall be referred to the sole arbitration of Secretary to Health, Govt. of Kerala whose decision shall be final.

6.37.4. Venue of Arbitration: The venue of arbitration shall be the place from where the contract has been issued, i.e., Thiruvananthapuram, India.

6.38. General/ Miscellaneous Clauses

6.38.1. Any failure on the part of any Party to exercise right or power under this Contract shall not operate as waiver thereof.

6.38.2. The Successful bidder shall, at all times, indemnify and keep indemnified the Tender Inviting Authority any claims in respect of any damages or compensation payable in consequences of any accident or injury sustained or suffered by its employees or agents or by any other third party resulting from or by any action, omission or operation conducted by or on behalf of the successful bidder.

6.38.3. All claims regarding indemnity shall survive the termination or expiry of the contract

6.39. Procedure for Blacklisting

6.39.1. The Tender Inviting Authority may blacklist any drug, bidder/supplier for reason specified in Tender Document. Blacklisting shall be done after giving an opportunity to the bidder/supplier to show cause in writing. **Blacklisting shall be for a maximum period of three years from the date of such order.** The product(s)/bidder/ supplier will not be eligible to be considered in any of the tender/quotations floated by the Tender Inviting Authority during the period of blacklisting.

6.39.2. For blacklisting a product(s)/firm as noted in the tender, a registered notice shall be issued to the firm/supplier calling for explanation in writing within 15 days from the date of receipt of notice. The TIA will examine the reply furnished by the firm, if any, and will pass appropriate orders on blacklisting of the product(s)/firm, based on merits of the case. If no reply is received from the firm within the stipulated period, it will be presumed that the firm has no valid reason to adduce as to why the product(s)/firm should not be blacklisted as per the tender conditions.

6.39.3. Blacklisting of a particular firm or product is without prejudice to other penalties stipulated in the terms and conditions of the tender documents.

6.40. Provisions for Appeal

6.40.1. A bidder/supplier who whose product has been blacklisted or whose contract has terminated or against whom any other penalty has been imposed by the Tender Inviting Authority may, within 15 days from the date of receipt of such order, appeal to the State Government. The State Government after such enquiry into the matter, as is considered necessary and after giving the said supplier an opportunity for representing his views, may pass such order in relation thereto as it thinks fit.

6.41. Termination of Contract

6.41.1. The contract will be liable for termination for any breach of contract at the discretion of Tender Inviting Authority.

6.41.2. Termination for default:- The Tender Inviting Authority without prejudice to any other contractual rights and remedies available to it

(the Tender Inviting Authority), may, by written notice of default sent to the successful bidder, terminate the contract in whole or in part, if the successful bidder fails to deliver any or all of the goods or fails to perform any other contractual obligation(s) within the time period specified in the contract, or within any extension thereof granted by the Tender Inviting Authority/User Institution.

- 6.41.3. In the event of the Tender Inviting Authority terminates the contract of a supplier in whole or in part, the Corporation is at liberty to purchase the entire tendered quantity of the item(s) from any other sources and the extra expenditure incurred by the TIA will be realized from the supplier.
- 6.41.4. Unless otherwise instructed by the Tender Inviting Authority, the successful bidder shall continue to perform the contract to the extent not terminated.
- 6.41.5. Termination for insolvency: If the successful bidder becomes bankrupt or otherwise insolvent, the Tender Inviting Authority reserves the right to terminate the contract at any time, by serving written notice to the successful bidder without any compensation, whatsoever, to the successful bidder, subject to further condition that such termination will not prejudice or affect the rights and remedies which have accrued and / or will accrue thereafter to the Tender Inviting Authority.
- 6.41.6. Termination for convenience: - The Tender Inviting Authority reserves the right to terminate the contract, in whole or in part for its (Tender Inviting Authority's) convenience, by serving written notice on the successful bidder at any time during the currency of the contract. The notice shall specify that the termination is for the convenience of the Tender Inviting Authority. The notice shall also indicate *inter alia*, the extent to which the successful bidder's performance under the contract is terminated, and the date with effect from which such termination will become effective.
- 6.41.7. In case, any item(s) supplied by the bidder are reported to be inferior in performance/description/safe usage, the TIA will be at liberty to reject such items and terminate the contract of the product/supplier.
- 6.41.8. Tender Inviting Authority will be at liberty to terminate the contract either wholly or in part on 15 days notice. The bidder will

not be entitled for any compensation whatsoever in respect of such termination.

- 6.41.9. Termination of a contract with a supplier in whole or in part is without prejudice to any other penalties stipulated in the tender conditions.
- 6.41.10. For infringement of the stipulations of the contract or for other justifiable reasons, the contract may be terminated by the Tender Inviting Authority, and the bidder shall be liable for all losses sustained by the Tender Inviting Authority, in consequence of the termination which may be recovered personally from the bidder or from his properties, as per rules.
- 6.41.11. No compensation is payable to the supplier in the event of any termination of contract.

Sd/-
Managing Director, KMSCL &
Tender Inviting Authority

CHECK LIST

TENDER NO.KMSCL/DRGED/RC/STK/2018/002 DATED 22.02.2018

NAME OF THE BIDDER:-.....

Sl. No.	Document to be uploaded
1.	Check list in Annexure - I .
2.	Documentary proof that the firm is registered with the Industries department/Directorate of Industries and Commerce of the State of Kerala, if the firm has claimed for exemption from submitting EMD & Tender document cost.
3.	The details of Re-Inspection fee submitted as DD,if applicable.
4.	List of item quoted in the format prescribed in Annexure – II (PDF & Excel) .
5	Annual turnover statement for last 3 years in the format given in Annexure - III certified by the Auditor.
6	Notary attested photocopy of Manufacturing License and Certificate of renewal for the product quoted. Item quoted with specifications shall be clearly highlighted in the license.
7	Notary attested photocopies of valid import license and previous import licenses issued 3 year prior to date of notification of tender, if the product is imported.
8.	Notary attested copy of Market Standing Certificate to prove 3 years Market Standing issued by the Licensing Authority or a notarized affidavit of the bidder to this effect.
9	Notary attested copy of valid Certificate of analysis issued by any of the international agencies mentioned in clause 6.29.
10	Notary attested statement of manufacture and sale of the quoted item in the last 3 years shall be furnished in the Performance Statement given in the Annexure - IV .
11	Notary attested copy of Power of Attorney/Resolution of Board
12	Declaration and Undertaking in the format prescribed in Annexure - V .
13	Notarized copy of Audited Balance Sheets and Profit and Loss statement for three years from 2014-15 to 2016-17.
14	Notary attested copy details of technical personnel employed in the manufacture and testing of item (Employees' Name(s), Qualification(s), and Experience.
15	Notarized details of the Bidders and Manufacturing Unit –in the format prescribed in Annexure - VII .

Place:

Signature:

Date:

Name in Capital Letters:

Seal:

Designation:

LIST OF ITEMS QUOTED

ANNEXURE – II

Tender No. KMSCL/DRGED/RC/STK/2018/002 DATED 22.02.2018

Sl No	Item Code	Item Name	Description	Unit	Name & Location of the Mfg unit	* Whether own Mfg/Loan Licencee /Imported.	Mfg/loan/Import License no: and Date	Date of issue of product approval

Bidder Name. & Address

*Loan licensee shall specify the name & address of manufacturing unit of the item.

Place : Signature :

Date : Name in Capital Letters :

Designation :

Seal :

ANNUAL TURN OVER STATEMENT

I hereby certify that M/s _____ (Name & address _____) who is a prospective bidder for the Tender No. **KMSCL/DRGED/RC/STK/2018/002 DATED 22.02.2018** of KMSCL is having the following annual turnover and the statement is true and correct.

Sl. No.	Year	Turnover in Crores(Rs.)
1.	2014 – 2015	
2.	2015 – 2016	
3.	2016 – 2017	
Total (Rs.)		
Average turnover per annum (Rs.)		

Date:

Signature of Auditor/

Chartered Accountant

(Name in Capital) :
Name of firm :

Reg. No. :

Seal:

PERFORMANCE STATEMENT

(ATTACH SEPARATE SHEET FOR EACH PRODUCT QUOTED)

Name of firm
Name of the productItem code
Tendered Quantity (in units)..... Offered Quantity (in units).....

Production Capacity	
No. of days	Quantity in tendered units
30 days	
70 days	
365 days	

Product:								
Production details for three years: Year: 2014-15/ 2015-16/ 2016-17 Furnish statement of all batches produced including rejected batches, if any								
Sl. No	Batch Number	Date	Batch size (in terms of units)	Quantity sold	Date / Month of sales	Quantity returned/ rejected	Complaints/ Declared as NSQ after sales etc., if any	Remarks
2014-15								
2015-16								
2016-17								

Certified true statement of productions

Signature and seal of the Tenderer

Attested by notary public

DECLARATION AND UNDERTAKING

(Non-judicial stamp paper of Rs.200)

I/We, Sole Proprietor/Managing Partner/Managing Director/Power of Attorney holder of M/s. _____ having its Registered Office/ Place of business at _____ and having Factory Premise(s) at _____ & _____ do hereby declare on oath as follows;

1. that I/we have carefully read all the conditions of tender **KMSCL/DRGED/RC/STK/2018/002 DATED 22.02.2018 for the procurement of Salt Testing kit for the year 2017-18** floated by the Kerala Medical Services Corporation Ltd., Thiruvananthapuram and I/we do accept(s) all the terms and conditions of the Tender document including amendments of the tender published by the Corporation.
2. that I/we declare that we possess all the legal license(s)/permits for manufacture and supply of the material(s) bided and that we possess the necessary facilities for the production, have adopted proper procedures for control of all activities to ensure proper quality of the product(s) during its/their shelf-life and we shall maintain all documents including raw data records and will produce to the TIA, on demand. I/we understand and agree that in the event of I/we failing to provide such facilities, we will be liable for the penal actions such as rejection of bid, termination of contract and blacklisting.
3. that I/we or any of the product(s) offered in this tender, at present, have not been blacklisted/debarred by the Tender Inviting Authority for any reason or by any State/Central Government organization for reason of Quality Non-compliances and furnishing forged/fabricated/false documents/ concealment of facts.
4. that I/We will furnish the certificate of analysis from at least one international agency like WHO,UNICEF,MI and National Level Laboratories such as National Institute of Nutrition Hyderabad, National Centre for Diseases Control

Delhi, All India Institute of Medical Sciences New Delhi, All India Institute of Hygiene & Public Health Kolkatta, Central Food Technological Research Institute Mysore, Indian Council of Medical Research & Council of Scientific and Industrial Research Laboratories approved for the purpose along with the consignment. I/we also undertake that in the event of failing to produce the above Certificate of Analysis or the submitted Certificate found not genuine/forged at any stage, the contract/ such product(s) will be rejected and the contract is liable to be terminated and I/we/such product may be blacklisted according to the provisions in this tender.

5. that I/we will supply the item as per the packing and labeling specifications and with the logograms as per the designs and barcode as specified in the Annexure (packing and labeling specifications) in the Tender Document and as per the instructions given in this regard.

Verification

I(name)_____ (address)_____ (designa-
tion) _____ affirm on oath that the contents/information
as mentioned above, are true & correct to the best of my knowledge and nothing is
hidden. I also declare on oath, that if any information furnished as above is found
wrong, false, forged or fabricated; the Corporation will be at liberty to reject the
product(s)/terminate the contract/alternate purchase of the contract quantity at our risk
& cost and the firm may be blacklisted/prosecuted for the same.

(Signature, Name & Designation)

Witness :-

1. (Name, Address & Signature)

2. (Name, Address & Signature)

Seal

Attested by Notary Public

PACKING AND LABELING SPECIFICATIONS

I. SCHEDULE FOR PACKAGING- GENERAL SPECIFICATIONS

1. No corrugated package should weigh more than 15 kgs (ie, product + inner carton + corrugated box).
2. The Manufacturer should ensure Stability of the formulations and its ingredients in the packings supplied.
3. Containers and closures used shall preserve the properties of the item contained and protect the contents from contamination.
4. All Corrugated boxes should be of 'A' grade paper ie., Virgin craft paper(minimum 120GSM) and minimum bursting strength of 7Kg/cm².
5. All items should be packed only in first hand boxes only.
6. **FLUTE**: The corrugated boxes should be of narrow flute.
7. **JOINT**: Every box should be preferably single joint and not more than two joints.
8. **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.
9. **FLAP**: The flaps should uniformly meet but should not overlap each other. The flap when turned by 45 - 60° should not crack.
10. **TAPE**: Every box should be sealed with gum tape running along the top and lower opening.
11. **CARRY STRAP**: Every box should be strapped with two parallel nylon carry straps (they should intersect).
12. **LABEL**: Every corrugated box should carry a large outer label at least 15 cms x 10 cms dimension clearly indicating that the product is for "**KERALA GOVT. SUPPLY - NOT FOR SALE**" and 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 in bold letters as depicted below.

Note: - The name of the item shall be written on the label in Bold capital letters of at least font size 20 in Times New Roman The scheme name shall also be displayed in bold capital letter of at least font size 36 in Times New Roman either on the label showing the item name or separately as another label.

13. **OTHERS:** No box should contain mixed products or mixed batches of the same product.
14. The packing of salt testing kit should be independently packed and not more than 10 kits in a bigger package, for the purpose of each of transportation/distribution. Each kit shall be strictly as per the specification mentioned in this Annexure.

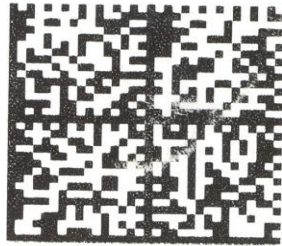
II. LABELING SPECIFICATIONS

1. DESIGN FOR LOGOGRAM



2. BAR CODING DETAILS

BOX NO :
PO NUMBER :
SUPPLIER CODE :
SUPPLIER NAME :
ITEM CODE :
ITEM NAME :
BATCH NO :
MFG DATE :
EXPIRY DATE :
BATCH QUANTITY :



DETAILS OF THE BIDDER AND MANUFACTURING UNIT

I. Bidder Details			
A	a. Name of the Bidder	:	
	b. Address for Communication	:	
	c. PIN code	:	
	d. Land Phone No	:	
	f. Mobile No	:	
	g. Fax	:	
	h. Email ID	:	
B	a. Name of the Managing Director/Director/Partner/Proprietor	:	
	b. Land Phone No	:	
	c. Mobile No.	:	
	d. Email ID	:	
C	a. Name of the Authorized contact person	:	
	b. Designation	:	
	c. Land Phone No	:	
	d. Mobile No	:	
	e. Email ID	:	
D	a. Address for return of the supplied item, if such circumstances arise,	:	
	b. PIN code	:	
	c. Landphone No.	:	
	d. Mobile	:	
	e. Fax	:	
	f. Email Id	:	
E	GST Registration No. of the bidder	:	
F	PAN of the bidder	:	

II		Details of Manufacturing Unit	
A	a.	Name of the Manufacturer	:
	b.	Address of the manufacturing unit	:
	c.	GST Registration No. of the manufacturing unit	:
	d.	Drugs manufacturing license No. & Date	:
	e.	Name of Contact person, Contact No, Email ID	:
III.		Bank Details	
A		Name of the Bank	:
B		Branch Name & Address	:
C		Branch Code No.	:
D		Branch Telephone No.	:
E		Branch email ID	:
F		IFS code of the Branch	:
G		Type of Account (current/savings)	:
H		Bank Account Number (as appear in the cheque book)	:

FORMAT OF BANK GUARANTEE OF EARNEST MONEY DEPOSIT

To

The Kerala Medical Services Corporation Limited
(Address)

WHEREAS _____ (Name and address of the Company) (Hereinafter called “the bidder”) has undertaken, in pursuance of tender no _____ dated _____ (herein after called “the tender”) to participate in the tender of The Kerala Medical Services Corporation Limited, (address) with (description of goods and supplies).

AND WHEREAS it has been stipulated by you in the said tender that the bidder shall furnish you with a bank guarantee by a scheduled commercial bank recognised by you for the sum specified therein as Earnest Money Deposit for compliance with its obligations in accordance with the tender;

AND WHEREAS we have agreed to give the bidder ----- (name and address) such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the bidder, up to a total amount of _____ (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the bidder to be in default under the tender conditions and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the bidder before presenting us with the demand.

We undertake to pay you any money so demanded notwithstanding any dispute or disputes raised by the bidder(s) in any suit or proceeding pending before any Court or Tribunal relating thereto our liability under these presents being absolute and unequivocal.

We agree that no change or addition to or other modification of the terms of the tender to be performed there under or of any of the Tender Documents

which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

No action, event, or condition that by any applicable law should operate to discharge us from liability, hereunder shall have any effect and we hereby waive any right we may have to apply such law, so that in all respects our liability hereunder shall be irrevocable and except as stated herein, unconditional in all respects.

This guarantee will not be discharged due to the change in the constitution of the Bank or the bidder(s).

We, _____ (indicate the name of bank) lastly undertake not to revoke this guarantee during its currency except with the previous consent, in writing, of The Kerala Medical Services Corporation Limited.

This Guarantee will remain in force up to _____ (Date). Unless a claim or a demand in writing is made against the bank in terms of this guarantee on or before the expiry of -----(Date) all your rights in the said guarantee shall be forfeited and we shall be relieved and discharged from all the liability there under irrespective of whether the original guarantee is received by us or not.

(Signature with date of the authorised officer of the Bank)

.....
Name and designation of the officer

.....
.....

Seal, name & address of the Bank and address of the Branch

AGREEMENT

THIS AGREEMENT made on this..... day of, 2018 between..... Kerala Medical Services Corporation Ltd represented by its Managing Director having its registered office at Thiruvananthapuram (hereinafter “the *Purchaser*”) of one part and M/s. (Name and Address of Supplier)..... (herein after “the *Supplier*”) represented by (Name of the Authorized Signatory and Designation), Aged years, residing at (Full Residential Address of the Signatory) of the other part:

WHEREAS the Purchaser has invited tender for the procurement of drugs/supplies vide TENDER NO. KMSCL/DRGED/ RC/STK/2018/002 DATED 22.02.2018. The supplier has submitted technical and Price Bids as contained in the Tender Document. The Purchaser has finalized the tender in favour of the Supplier for the procurement of drugs/supplies specified in the schedule attached hereto at the prices noted against each item therein for a total cost of Rs. (Contract Price in Words and Figures) (herein after “the Contract Price”) on the terms and conditions set forth in the 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 Tender Document referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) All the documents submitted by the tenderer as part of Technical Bid and Price Bid;
 - (b) The Schedule of Requirements;
 - (c) The Specifications and other quality parameters;

- (d) The clarifications and amendments issued / received as part of the Tender Document
 - (e) The General Conditions of Contract;
 - (f) The Specific Conditions of Contract; and
 - (g) The *Purchaser's* offer Letter
 - (h) All correspondence as part of tender during or after the date of agreement accepted by Tender Inviting Authority
3. This agreement shall deem to extend to such LOIs as may be issued in pursuance and in accordance with the tender.
 4. Any supply made on the purchase orders placed against this tender before the execution of this agreement shall deemed to be covered by this agreement and all terms and conditions of the tender applied to such supplies.
 5. 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 supply drugs/supplies conforming in all respects with the provisions of the Contract.
 6. The *Purchaser* hereby covenants to pay the Supplier in consideration of the provision of the tender, 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.
 5. The Supplier has deposited with the Purchaser an amount of Rs.....(as in Tender condition) as Security Deposit as specified in the Conditions of Tender for due and faithful performance of the provisions of this Agreement. Such Security Deposit made by the Supplier is liable to be forfeited by the Purchaser in the event of the Supplier failing duly and faithfully to perform any one or more or any part of any one of the said provisions. The payment for the supplies made by the Supplier will

be paid to him only after he has remitted the required amount of Security Deposit.

SCHEDULE

(Selected L1 items)

Sl.No	Item Code	Name of the item	Description	Unit	Rate (Rs.)	Offered Quantity	Value (Rs)

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

FORMAT OF BANK GUARANTEE FOR SECURITY DEPOSIT

To

The Kerala Medical Services Corporation Limited
(Address)

WHEREAS _____ (Name and address of the supplier) (Hereinafter called "the supplier") has undertaken, in pursuance of contract no _____ dated _____ (herein after called "the contract") to supply The Kerala Medical Services Corporation.

Limited, (address) with (description of drugs and supplies).

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognised by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total amount 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 limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We undertake to pay you any money so demanded notwithstanding any dispute or disputes raised by the supplier(s) in any suit or proceeding pending before any Court or Tribunal relating thereto our liability under these presents being absolute and unequivocal.

We agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

No action, event, or condition that by any applicable law should operate to discharge us from liability, hereunder shall have any effect and we hereby waive any right we may have to apply such law, so that in all respects our liability hereunder shall be irrevocable and except as stated herein, unconditional in all respects.

This guarantee will not be discharged due to the change in the constitution of the Bank or the Supplier(s).

We, _____ (indicate the name of bank) lastly undertake not to revoke this guarantee during its currency except with the previous consent, in writing, of The Kerala Medical Services Corporation Limited.

This Guarantee will remain in force up to (Date). Unless a claim or a demand in writing is made against the bank in terms of this guarantee on or before the expiry of (Date) all your rights in the said guarantee shall be forfeited and we shall be relieved and discharged from all the liability there under irrespective of whether the original guarantee is received by us or not.

(Signature with date of the authorised officer of the Bank)

.....

Name and designation of the officer

.....

.....

Seal, name & address of the Bank and address of the Branch

Address of KMSCL Drug Warehouses

SL NO	District Name	Address	E-mail ID	Land line No	Mob No
1	Thiruvavanthapuram	District Drug Warehouse, DMO Compound, General Hospital, Palayam, Trivandrum-695035	kmsclwhtrivandrum@gmail.com	0471-2470222 0471-4015638	9496003900
	Thiruvavanthapuram kinfra	District Drug Warehouse, Kinfra Apparel Park, Thumba, Trivandrum-695586	kinfrakmsclwh@gmail.com	0471-2167022	9496230323
2	Kollam	District Drug Warehouse, Uliyakovil Nagar, Near Uliyakovil Temple, Kollam - 691019	kmsclwhklm@gmail.com	0474-2731238	9496004500
3	Pathanamthitta adoor	XV/ 556 (6), 556 (7) & 556(8) K.P Road, Near Malabar Gold, Kannamkode, Adoor (Pathanamthitta) Pin: 691523	kmsclwhpta@gmail.com	04734-223442	9496004600
4	Idukki painav	District Drug Ware House, Near Idukki Govt. Medical College, Idukki Colony P O, Cheruthoni., Idukki. PIN- 685602	kmsclwhidk@gmail.com	0486-2232228	9496004900
5	Kottayam	District Drug Ware House, Behind District Hospital, Chelliyozhukkam Road, Kottayam-686001	kmsclwhkottayam@gmail.com	0481-2562401	9496004800
	Kottayam thellakam	District Ware House II, MC Road, Thellakam P.O, Kottayam-686630	kmsclwhkottayam@gmail.com kmsclwhktm2@gmail.com	0481-2790618	9496004800
6	Alappuzha DDWH	District Drug Ware House, Near General Hospital, Iron Bridge PO, Alappuzha-688011	kmsclwhalp@gmail.com	0477-2252302	9496004700

Address of KMSCL Drug Warehouses

SL NO	District Name	Address	E-mail ID	Land line No	Mob No
7	Ernakulam	District Drug Ware House, Udyogamandal, Near St. Joseph Hospital, Manjummel, Ernakulam -683501	kmsclwhekm2@gmail.com	0484-2555009	9496005400
8	Thrissur	District Drug Ware House, High Road, OPP. Police Officer's Quarters, Thrissur-680001	kmsclwhtr@gmail.com	0487-2423369	9496005600
	Thrissur, CWC	Central Warehousing Corporation, Kuriachira. P.O, Thrissur-680006	kmsclwhtr@gmail.com	0487-2423369	9496005600
9	Palakkad	District Drug Ware House, District Hospital Compound, Court Road, Palakkad-678001	kmsclwhpkd@gmail.com	0491-2533336	9496006200
10	Malappuram Tirur	District Drug Ware House, Near Fire Force Station-Tirur, Tirur(PO), Malapuram-676101	kmsclwhmpm@gmail.com	0494-2426759	9496003914 9995953165
	Malappuram Manjeri	District Drug Ware House, State Warehousing Corporation Compound, Karuvambaram P.O., Cheranni, Manjeri, Malapuram District.-676123	kmsclwhmpm2@gmail.com	0483-2760744	9496005800, 9496003914
11	Kozhikkode	District Drug Warehouse, Karuvannur Post Naduvannur (Via) Kozhikkode, PIN-673614 Kozhikkode Kuttiady Highway Kerala.	ddwhkkd@gmail.com	0496-2653930	9496006400
12	Kannur	District Drug Warehouse, Harichandra Weaving Mill's compound (HWM), Near lakshmanan kada bus stop Thana Kakkad Road , Kannur-670002	kmsclwhknr@gmail.com	0497-2705046	9496006700

Address of KMSCL Drug Warehouses

SL NO	District Name	Address	E-mail ID	Land line No	Mob No
13	Wayanad	District Drug Ware House, Near District Hospital, Mananthawadi PO, Wayanad-670645	kmsclwhwyd@gmail.com	0493-5244303	9400394489
	Wayanad kalpetta	State Ware House Building, Near Fathima Hospital, Pinangode Road, Kalpetta, Wayanad -673121	kmsclwhwyd@gmail.com	0493-6202898	9496006500
14	Kasargod	District Drug Ware House, Near Old District Hospital, Kanhangad, Kasaragod-671315	kmsclwhkgd@gmail.com	0467-2206464	9496006900

APPENDIX – II

DETAILS OF SAMPLES TO BE SUBMITTED FOR QUALITATIVE SAMPLE EVALUATION					
Sl. No.	Drug Code	Drug Name	Description	Unit	Minimum No of samples to be submitted for samples evaluation
(1)	(2)	(3)	(4)	(5)	(6)
1.	D01047	SALT TESTING KIT (Each salt testing kit should have 20 ml testing solution or testing capacity of 75-100 samples)	1. The salt testing kit should be ready in use, liquid form. 2. The kit should be able to differentiate d. Salt with nil iodine e. Salt with inadequate iodine f. Salt with adequate level of iodine (15ppm and above) 3. The kit should be able to detect iodine level in salt from various sources and characteristics e.g. salts that are alkaline /acidic in nature and with varying Sodium Chloride content.	Kit	1) 3 packets of blinded samples having 10 kits, each of independent packing 2) 1 set of sale pack with 10 kits
<p>Note:- In house test reports of the sample submitted is to be submitted along with the samples at the Head office of the Corporation.</p>					