



KERALA MEDICAL SERVICES CORPORATION LTD

(A Government Of Kerala Undertaking)

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CIN : U24233KL2007SGC021616

GSTIN: 32AADCK4029M1ZK

Supply Chain Management Division

www.kmscl.kerala.gov.in

No: KMSCL/SCM/148/2017

Dated: 08.05.2018

CIRCULAR

Sub:- Discrepancies in submission of Invoices reg:-

As per 2018-19 tender condition Clause no: 6.26.19, 6.25.7, 6.26.20, 6.26.18

1. The supplier shall supply the drugs at the specified destination(s) and submit the copy of invoice, copy of the Purchase order, Test Reports from the third party independent NABL Accredited Laboratory/ CDL/NIB, as the case may be, Delivery Chelan and other relevant documents at the destinations. The invoice shall specify the generic name of the drugs as tendered together with brand name if any. Where more than one batch of the drug 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 report. 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.
2. More than one product shall not be included in one invoice. Supplies relating to more than one purchase order shall not be included in one invoice. Where more than one batch is supplied under an invoice, the quantity supplied under each batch shall be stated in the Invoice.
3. 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.
4. 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 third party independent NABL accredited laboratory/CDL/NIB, as the case may be at the Head Office, KMSCL claiming payment for the supply made.

It was clearly mentioned by the Corporation in the tender that

- The invoice shall specify the generic name of the drugs as tendered together with brand name if any
- Where more than one batch of the drug 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 report.
- 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.

In spite of the specific conditions mentioned in the tender, certain suppliers are supplying the consignments with discrepancy in Invoices. The Invoices submitted along with consignments does not comply with the conditions specified in **Section IV** in the tender and it has been one of the major hurdle faced by the corporation. The supplier has to be reverted back every time to revise the invoices and which in turn leads to the delay in taking the items into stock. This is a gross violation of tender conditions and such consignments shall out rightly be rejected by the Corporation.

The supplier should ensure that there is no variation in the description of product/batch no. in the invoice/analysis report and actual supplies. Any correction in Invoice leads to delay in stock taking and the date of submission of revised Invoices will only be regarded as the Date of receipt of the consignment.



Dr. Dileep Kumar S R
General Manager

To

All suppliers

Copy to:-

1. Quality Control Department
2. Essential Drugs Department
3. IT Division