



KERALA MEDICAL SERVICES CORPORATION LTD

(A Government Of Kerala Undertaking)

Thycaud.P.O., Thiruvananthapuram-14.

Tele Fax No. 0471-2945647

0471-2945646, 0471-2945600

E-mail id : etenders_ep@kmscl.kerala.gov.in

CIN : U24233KL2007SGC021616

GSTIN: 32AADCK4029M1ZK

Equipment Procurement Division

www.kmscl.kerala.gov.in

No. KMSCL/EP/71/2019

Dated: 25.01.2019

Managing Director

All Bidders

Sir,

Sub:- Vendor Registration Process - reg.

Kerala Medical Services Corporation Limited (KMSCL), the central procurement agency of Department of Health and Family Welfare, Govt of Kerala invites tender for the procurement of equipments and drugs every year. The equipment division invites tender for the purchase of more than 500 different types of equipments every year. All the equipments procured by KMSCL will be a running contract for a period of two years. The request received by KMSCL for the purchase of the same equipment during the two years period will be procured from this running contract. This running contract will be followed by all Govt Hospitals in Kerala including the Medical Colleges.

KMSCL had a Vendor Registration system prior to the introduction of e-tender system. Since KMSCL invites around 1000 tenders in a year and bidders participates in more than one tender, the verifications of the documents of each tender is becoming more and more cumbersome and time consuming. Hence it was decided to re-introduce the Vendor Registration System. It may please be noted that Vendor Registration is not a mandatory process to participate in the tenders invited by KMSCL. It is optional and implemented to simplify the tender process.

A vendor Registration Certificate will be issued by KMSCL. The following documents shall be submitted to register a Vendor.

1. Application form (dull filled and signed)
2. Company Registration document
3. P&L and Balance sheet for past three years
4. IT returns for the past three years
5. Details of Service centre (as per format)
6. Documentary proof to prove service centre in South India
7. Annual Turnover Statement certified by auditor (as per format)
8. Power of Attorney (as per format)
9. Declaration Letter (as per format)
10. List of equipments for which orders were received from KMSCL (as per format)

It is also required to submit the list of equipments for which orders were received from KMSCL earlier. The notarized supply order copies required to meet the market standing criteria can be avoided if supply orders were received for the same equipment from KMSCL earlier and the same accepted in the vendor registration certificate issued by KMSCL. The list of equipments for which the bidder need not submit notarized supply order copies will be mentioned in the Vendor Registration Certificate.

The registration process is free of cost and the certificate will be issued for one year. For renewal of the same the vendor registration renewal application form along with certain documents shall be submitted.

The registered vendors need not submit / upload the following documents in the tender, instead the vendor registration

certificate issued by KMSCL can be submitted / uploaded.

1. Power of Attorney
2. Document of company registration
3. General information about the tenderer
4. Balance sheet and P and L for 2015-16, 2016-17, 2017-18
5. IT returns for 2015-16, 2016-17, 2017-18
6. Details of service centre
7. Documents showing (valid address proof) service centre facilities in Kerala /South India.
8. Annual Turnover statement for last three years
9. Supplier details as per the format in the excel
10. Notorised supply order copies for 2016, 2017 and 2018 (only if accepted by KSMCL in the vendor registration certificate)

Yours faithfully

Dr. Dileep Kumar S R
General Manager
(For Managing Director)