



## KERALA MEDICAL SERVICES CORPORATION LTD

(A Government of Kerala Undertaking)

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### *e*-TENDER DOCUMENT

### FOR THE PROCUREMENT OF

## DRUG FOR RARE DISEASE

(for the year 2025-26)

**No: KMSCL/ED/RD-SAT/RC/2025/014 DATED 10.07.2025**

<i>Date and time of commencement of the Tender</i>	:	10.07.2025	2.00 am
<i>Last date and time for the online uploading of Tender</i>	:	22.07.2025	5.00 pm
<i>Date and time of online opening of Technical Bid</i>	:	25.07.2025	11.00 am

*For details;*

**[www.kmscl.kerala.gov.in](http://www.kmscl.kerala.gov.in)**

Email: **[edrugs.kmscl@kerala.gov.in](mailto: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 1<sup>st</sup> 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 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 dialysis units, cath labs, 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](http://www.etenders.kerala.gov.in)) is designed by National Informatics Centre (NIC) and supported by the IT Mission, Kerala.
- 1.3. All notices/decisions will be published from time to time on our website [www.kmscl.kerala.gov.in](http://www.kmscl.kerala.gov.in).
- 1.4. The money spent by the Corporation is public money and hence accountable. Since the drugs 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 products are procured and supplied.

10.07.2025

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 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 *Drug* - means and includes, substances defined as drug in the Drugs and Cosmetics act 1940.
- 2.7 *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. This inspection will be solely at discretion of the TIA
- 2.8 *L1 rate* - means the lowest rate declared by the Tender Inviting Authority for products mentioned in this Tender Document.
- 2.9 *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 upto 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.

- 2.10 NPPA - The National Pharmaceutical Pricing Authority is a government regulatory agency that controls the prices of pharmaceutical drugs in India.
- 2.11 *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.
- 2.12 *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.
- 2.13 *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.
- 2.14 *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.
- 2.15 *Purchase order* - means the order issued by the Tender Inviting Authority to the supplier informing to supply the required quantity of the Drugs at the contract price and requiring the supplier to supply at the various designated destinations mentioned in the Supply Schedule accompanying the purchase order.
- 2.16 *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.
- 2.16.1 Fall clause - Fall clause is a price safety mechanism. The fall clause provides that if the Contract holder reduces its price or sells or even offers to sell the contracted goods of identical specification and terms & conditions to that of the Contract / purchase orders, at a price lower than the Contract /Purchase Orders price, to any person or organization during the currency of the Contract, the Contract price will be automatically

reduced with effect from that date for all the subsequent supplies under the Contract / Purchase Orders and the Contract / Purchase Orders amended accordingly.

- 2.17 *Basic unit* – means the smallest unit of the drugs to be made available and shall be of form tab/cap/vial etc. The rate to be given on the price bid shall be quoted for the basic unit mentioned in Section IV.
- 2.18 *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.
- 2.19 *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. 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 proceeding under this tender only and does not preclude actions under the Drugs & Cosmetics Act for appeal over the report of the Government analyst.

## SECTION III

### 3. TENDER SCHEDULE

#### 3.1. Tender Details

1.	<b><i>Tender No.</i></b>	KMSCL/ED/RD-SAT/RC/2025/014
2.	<b><i>Cost of Tender Document</i></b>	21,800/- (Inclusive of GST@ 18%)
3.	<b><i>Earnest Money Deposit</i></b>	Shall be as specified in 6.3. The minimum EMD of Rs1,22,700shall be submitted online along with cost of tender document.
4.	<b><i>Validity of EMD</i></b>	8monthsfrom the date of opening of Technical Bid.
5.	<b><i>Security Deposit</i></b>	5% of the total value of the LOI
6.	<b><i>Validity of Security Deposit</i></b>	18 months from the date of LOI.

#### 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>	10.7.20252.00 pm
2.	<i>Last date and time of uploading (by bidders) of tender</i>	22.7.2025 05.00 pm
3.	<i>Date and time of opening of the Technical Bid</i>	25.7.202511.00 am
4.	<i>Date of opening of the price bid</i>	Price bids of the bidders qualified in technical evaluation will be opened on the date published in website of the Corporation.

## SECTION IV

### 4. DETAILS OF ITEM TENDERED

#### 4.1. List of itemtendered

SL No	Drug Code	Drug Name	Strength	Unit	Tendered Quantity	Required EMD (In Rs)
1	2	3	4	5	6	7
1	D26032	ALGLUCOSIDASE ALFA FOR INTRAVENOUS INFUSION	50mg	Vial	240	1,22,700

## SECTION V

### 5. SPECIFIC CONDITIONS OF CONTRACT

#### 5.1. Time Limits prescribed

Sl. No	Activity	:	Time Limit	
1	Schedule of dispatch details			
	0 <sup>th</sup> day	:	Letter of Intent (LOI)/Purchase Order or both	
	Within 21 days of LOI	:	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 6.20.1 & 6.20.2 as applicable.	
2	Schedule of purchase order and Supply	1	The Purchase orders will be issued for the quantity needed to meet the requirement for 2 or 3 months approximately.	
			The schedule of supply drugs will be as follows;	
			No of days from purchase order	% of the ordered quantity to be supplied in the warehouses
			Within 30days	100%
3	Payments against supplies	:	The Payments against invoices will be initiated on receipt and acceptance of 100% of the ordered quantity as per clause detailed in 6.27.	
4	Cancellation schedule of purchase orders/unexecuted portion of LOI/PO	:	If the supplied quantity is less than 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	Penal provisions for supply inefficiency	1	Delayed supply	A penalty of 0.5% per day of the delayed supply up to a maximum of 10%.
		2	Unexecuted Supply	Procedure for alternate supply as mentioned in Clause 6.22.2. 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	Release of EMD	1	Unsuccessful bidders	EMD submitted online will be discharged/ refunded automatically to the bidders account after finalizing the tender.

Sl. No	Activity	:	Time Limit
		2	Successful bidders EMD submitted online/DD/BG will be released on signing the contract and after furnishing of required Security Deposit. EMD submitted online/DD may also be adjusted towards Security Deposit on request of the bidder.
7	<i>Release of security deposit</i>		18 months from the date of LOI.

## 5.2. Eligibility criteria for participating in the tender

### 5.2.1. Manufacturing license and product permit:

5.2.1.1. The bidder shall be the manufacturer/direct importer holding valid license/import license for the products quoted. Importers shall possess the valid sale license also, as applicable.

5.2.1.2. **Distributors/agents/contract manufacturers are not eligible to participate in the tender**

### 5.2.2. Average annual turnover:

5.2.2.1. Average Annual turnover of the last three financial years(2021-22, 2022-23 and 2023-24) shall not be less than Rs. 25 Crores.

### 5.2.3. Special cold storage facilities:

5.2.3.1. Those bidders offering the items requiring special cold storage condition should either have their own cold chain transporting system or should have proper contract with a transporting agent having facilities to transport the drugs under cold chain norms from the manufacturing unit to the respective warehouses of the Corporation by complying cold chain norms.

5.2.3.2. The containers of these items should be provided with temperature variation indicators like vaccine vial monitors or the consignment should be provided with data loggers for recording the temperature conditions during transit, the software of which also should be provided to the respective warehouses.

### 5.2.4. Market Standing:

5.2.4.1. The bidder should have at least 3 (three) years Market Standing as a manufacturer / importer for each drug quoted in the tender.

5.2.4.2. The bidder shall furnish the details of all batches manufactured, of the offered item in the last 3 consecutive years in the format given as **Annexure-IV**.

## **5.2.5. WHO-GMP& COPP:**

- 5.2.5.1. The bidder should hold valid WHO-GMP Certificate (WHO-Good Manufacturing Practices) in respect of the production units and the products quoted.
- 5.2.5.2. The bidder should hold valid certificate of Pharmaceutical Product(COPP) for the items quoted.
- 5.2.5.3. Firms having USFDA/EMA approval may submit copies of approval documents from the concerned Authority in support of their claim.

## **5.2.6. Non-conviction Certificate:**

The bidder shall not be convicted under the Drugs and Cosmetics Act and other laws administrated by the department 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 for non-compliance of provisions of Drugs and Cosmetics Act 1940 and the rules 1945.

## **5.2.7. Supplies made to other agencies**

The bidder shall furnish the details of supply made to other reputed organizations (listed below), if any, during the past three years in the format given as **Annexure VII**.

*(All India Institute of Medical Sciences (AIIMS), Jawaharlal Institute of Postgraduate Medical Education and Research (JIPMER) Pondicherry, Sanjay Gandhi Post Graduate Institute of Medical Sciences (SGPGIMS) Lucknow, King Edward Memorial Hospital (KEM) Mumbai, Christian Medical College and Hospital (CMC) Vellore, Vardhman Mahavir Medical College & Safdarjung Hospital New Delhi, Central Government Health Scheme (CGHS), Other State Medical Services Corporations/Central Procurement agencies.)*

## **5.2.8. Blacklisted/Debarred/Rejected by Tender Inviting Authority or other agencies:**

- 5.2.8.1. Tender should not be submitted for the Firms/Concern/Company which has/have been blacklisted/debarred by any State/Central Government organization for reason of Quality Non-compliances, GMP Non-compliance, Major violation of D&C Act and Rules and furnishing forged/fabricated/false documents, during the period of blacklisting/debarring.
- 5.2.8.2. 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, GMP Non-compliance, Major violation of D & C Act and Rules and furnishing forged/fabricated/false documents, during the period of blacklisting/debarring.
- 5.2.8.3. If Product(s)/Bidder/Supplier is blacklisted/debarred by another State/Central Government agency for the reason of Quality non-compliances, GMP Non-compliance, major violation of D&C Act and Rules and furnishing forged/fabricated/false documents, after bid submission/award of

contract/execution of agreement, the product(s)/bidder/supplier will be liable for termination of contract/cancellation of purchase order/Letter of Intent etc.

- 5.2.8.4. The product(s) /bidder /supplier will be liable for termination of contract/cancellation of purchase order/Letter of Intent etc, in the event of any conviction/initiation of prosecution under the D & C Act any stage after submission of bid.

## 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:** 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.

6.3. **Tender Document and Earnest Money Deposit**

6.3.1. The Tender Document is to be downloaded from the e-Procurement portal [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in). The Tender Document is also available in the official website of the Corporation.

6.3.2. 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 Clauses below.

6.3.3. Non-payment of Tender cost and EMD will result in summarily rejection of the bid.

6.3.4. No interest will be paid for the EMD furnished.

6.3.5. The EMD will be forfeited, if a bidder/ successful bidder;

6.3.5.1. Misrepresents facts or submit false/fake documents during the tender process.

6.3.5.2. Violates any terms and conditions of the Tender Document.

6.3.5.3. Withdraws its bid after the opening of Technical Bid;

6.3.5.4. Fails to sign the contract after issuance of letter of intent to produce hard copies of the documents as specified.

6.3.5.5. Fails to furnish security deposit after issuance of letter of intent.

6.3.6. 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](http://www.etenders.kerala.gov.in))

6.3.7. The bidders while participating online tenders published in Government of Kerala's e-Procurement website ([www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in)) should ensure the following:

6.3.7.1. **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.

6.3.7.2. **State Bank of India Multi Option Payment System (SBI MOPS Gateway)**: Bidders are required to avail Internet Banking Facility in any of the listed banks for making the remittances in e-procurement System.

6.3.7.3. During the online bid submission process, bidder shall select **SBI MOPS** option and submit the page, to view the Terms and Conditions page. On further submitting the same, the e-Procurement system will re-direct the bidder to MOPS Gateway, where two options namely **SBI and Other Banks** will be shown. Here, Bidder may proceed as per below:

- a) **SBI Account Holders** shall click **SBI** option to proceed with its Net Banking Facility, where bidder can enter their internet banking credentials and transfer the Tender Fee and EMD amount.
- b) **Other Bank Account Holders** may click **Other Banks** option to view the bank selection page. Here, bidders can select from any of the listed Banks to proceed with its Net Banking Facility, for remitting the payments.

6.3.7.4. Transaction Charges for Other Banks is fixed, vide SBI Letter No. LHO/TVM/AC/2016-17/47 – 1% of transaction value subject to a minimum of Rs. 50 and maximum of Rs. 150.

6.3.7.5. Any transaction charges levied while using any of the above modes of online payment has to be borne by the bidder. The supplier's bid will be evaluated only if payment status against bidder is showing "Success" during bid opening.

6.3.7.6. It is necessary to click on "Freeze bid" link / icon to complete the process of bid submission otherwise the bid will not get submitted online and the same shall not be available for viewing / opening during bid opening process.

6.3.7.7. 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.

6.3.7.8. The bids will not be considered for further processing if bidders fail to comply on Clauses 6.3.7.1 to 6.3.7.7 above and tender fees and EMD will be remitted back to the account from which it was received.

6.3.7.8.1. The EMD is mentioned against the item in Clause 4.1. The EMD of Rs.1,22,700/-shall be paid together with Tender Document cost of Rs.21,800/- as single online transaction of Rs.1,44,500/-.

#### 6.4. Guidelines for preparation of Tender

- 6.4.1. The bidders shall provide a checklist as per **Annexure I** at the time of uploading the documents so as to enable the Tender Inviting Authority to prima facie verify the compliance of all tender conditions. All the pages of the documents uploaded in the technical bid shall be serially numbered and the individual page numbers shall be written in the respective columns in the check list **Annexure I**.
- 6.4.2. *Language of Bid:* - All the documents submitted by the bidder shall be in English. Supporting documents furnished in other languages shall be accompanied by an authenticated (by the authority concerned) accurate translation of the relevant passages in English. Failure to submit authentic translation of documents would be deemed as “Not Submitted” and will result in rejection of offer.
- 6.4.3. 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.
- 6.4.4. The person signing the documents shall have due Power of Attorney/resolution of 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.
- 6.4.5. 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 an undertaking/declaration as in **Annexure-V** of having read and accepted the contents of the Tender Document in full. The plea of ignorance or failure to understand the terms and condition of the tender will not be acceptable.

#### 6.5. Period of Validity of Tender

##### 6.5.1 Price firmness

6.5.1.1 The tender must remain valid for the period of running contract (1years).

6.5.1.2 Purchase orders will be placed till the period of running contract (1 years)

6.5.1.3 Statutory variation in GST will be applicable.

## 6.5.2 Bid Validity

6.5.2.1 The bid shall remain valid for a period of 180 days from the date of opening of Price Bid.

6.5.2.2 A bid valid for a shorter period shall be rejected by the Tender Inviting Authority as non-responsive.

6.5.2.3 The bidder cannot withdraw the bid within the bid validity period.

## 6.6 Amendment of Tender Documents:

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. 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 finalized.

## 6.7 Tendering System

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

6.7.2 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 6.8.

6.7.3 The Tender has been called for in the generic names of drugs. The bidders should quote the rates for the drugs in generic names. The products offered shall comply with the tender specifications given in **Section IV**. Any variation found will result in the rejection of the tender.

6.7.4 **Fall Clause** : The price charged for the drug items, under the reference, by the suppliers shall in no event exceed the lowest price at which the supplier the drug items of the same identical description to any other person/organization/institution during the currency of the contract as per fall clause.

If the Running contract holder reduces its price or sells or even offers to sell the contracted goods of identical specification and terms & conditions to that of the Running contract / purchase orders, at a price lower than the Running contract /Purchase Orders price, to any person or organization during the currency of the Running contract, the Running contract price will be automatically reduced with effect from that date for all the subsequent supplies under the Running contract / Purchase Orders and the Running contract / Purchase Orders amended accordingly. **The supplier shall submit an undertaking in Annexure Vin this regard duly attested by the notary to this effect otherwise the offer shall be summarily rejected.**

- 6.7.5 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 Contents of the Technical Bid:

- 6.8.1 The following documents shall be uploaded online in PDF format along with the Technical Bid. The bid offer form as per Annexure II shall be submitted in PDF.

Sl. No.	Document to be uploaded
1.	Check list in <b>Annexure-I</b> .
2.	The details of offline EMD submitted as DD/BG, if applicable.
3.	<b>Bid offer form</b> in the format prescribed in <b>Annexure II (PDF)</b>
4.	Notary attested copy of Annual turnover statement for last 3 financial years in the format given in <b>Annexure III</b> certified by the Auditor.
5.	Notary attested copies of; <ul style="list-style-type: none"> <li>i. Original Manufacturing Licenses.</li> <li>ii. Certificate of renewal/valid Retention certificate of manufacturing license.</li> <li>iii. Product permit duly approved by the Licensing authority for all product(s) offered.</li> </ul> <b>Items offered with specifications shall be clearly highlighted in the product permit and respective drug code of the item shall be noted in the product permit.</b>
6.	Notary attested copies of; <ul style="list-style-type: none"> <li>I. Valid import license in Form 10</li> <li>II. Valid registration certificate in Form 41</li> <li>III. Previous import licenses issued 3 years prior to the date of notification of the tender, if the product is imported.</li> </ul>
7.	Notary attested copies of; <ul style="list-style-type: none"> <li>i. Product wise Market Standing Certificate issued by the Licensing Authority to prove 3 years Market Standing for all the items offered.</li> <li>ii. in case of imported drugs, bill of lading/sales invoices/market standing</li> </ul>

Sl. No.	Document to be uploaded
	certificate issued by licensing authority to prove that the product is being imported/marketed by the bidder in last 3 years.
8.	Notary attested copy of valid license for the sale of drugs imported by the firms issued by the licensing authority, in the case of imported products.
9.	Notary attested copy of valid WHO-GMP Certificate in respect of the production units and the products offered.
10.	Notary attested copy of COPP (Certificate of Pharmaceutical Products) issued by the licensing authority for the quoted products should be submitted as per WHO norms.
11.	Notary attested copy of approval from USFDA/ EMA
12.	Notary attested copy of current Non-conviction Certificate issued by the licensing authority of the concerned state.
13.	Notary attested Performance Statement for each item quoted shall be submitted by the bidders for each item as in <b>Annexure IV</b> specifying the following; i. production capacity ii. The bidder shall furnish the details of all batches manufactured of the offered item in the last 3 consecutive years.
14.	Notary attested copy of Power of Attorney/Resolution of Board
15.	Notary attested copy of Undertaking/declaration in the format prescribed in <b>Annexure V</b> .
16.	Notary attested copy of Undertaking/ declaration for replacement of drugs in the format prescribed in <b>Annexure-VI</b> .
17.	The bidder shall furnish the notarized copies of details of supply made to other reputed organizations, during the past three years in the format given as <b>Annexure VII</b> .
18.	Notary attested copy of Audited Balance Sheets and Profit and Loss statement for three years from 2021-22, 2022-23 and 2023-24.
19.	Notary attested details of the bidders and manufacturing units in the format prescribed in <b>Annexure VIII</b>

**Note:** - The certificates of WHO-GMP, non-conviction, market standing etc produced shall be either for production before KMSCL or in general terms and shall be currently valid or issued within one year to the date of notification of the tender.

## 6.9 Price Bid(BOQ)

6.9.1 The Price Bids of those firms qualified in the technical evaluation will be opened for evaluation.

- 6.9.2 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 online bid document.
- 6.9.3 The Price Bid shall be submitted online in the format given. 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.
- 6.9.4 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.** Bidders are allowed to enter the bidder name & values only.
- 6.9.5 The total percentage of GST applicable to each item, as per available records, is already noted in the column no.6 of BOQ.
- 6.9.6 The bidder shall necessarily quote the Basic rate per unit inclusive of the material/production cost, freight, Insurance, loading & unloading, handling charges at various heads etc in the column no.7 of BOQ.
- 6.9.7 The GST values ((IGST/CGST/SGST) for all the offered items shall be filled by the bidder in the column no.8,9 &10 of BOQ for reference purpose only.
- 6.9.8 The GST value will be calculated automatically and reflected in the column No.11 of BOQ based on the total GST % (Column No.6) already noted by KMSCL.
- 6.9.9 The landed price (final price) including GST, will be automatically reflected in Column No 12 of BOQ by addition of the Basic price (entered by the bidder) and GST value (automatically calculated based on the GST% noted by KMSCL).
- 6.9.10 If there is any difference in the GST values stated by the bidder (column no.8,9 &10 of BOQ) and that in column No.11, the rate notified by the GST Council of India will prevail and the decisions taken by TIA accordingly will be considered final.
- 6.9.11 The detailed guidelines to fill the Price Bid (BOQ) format is attached as APPENDIX -I.
- The Column No. 1,2,3,4,5,6,11 &12 of BOQ are edit protected, which shall not be modified/ edited by the bidder.
- The Column No. 7,8,9&10 of BOQ file (Basic price & GST values) shall be filled by the bidder.
- 6.9.12 The Basic price and GST values entered in the BOQ shall be in four decimal places exactly.

- 6.9.13 **The Basic Price entered by the bidder in column No. 7 of BOQ will only be considered for bid ranking.**
- 6.9.14 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.
- 6.9.15 If there is an error in connection with the GST% or GST value, the final rate will be corrected to the actual as per the prevailing GST norms. If the bidder does not accept the correction of errors the bid of the item will be disqualified and the EMD will be forfeited.

## **6.10 Submission of Tender**

- 6.10.1 The Tender shall be submitted online only. Bidders shall upload all necessary Technical bid documents mentioned in Clause 6.8.1 in the e-tender portal.
- 6.10.2 In the event of any document submitted along with the bid or thereafter by the bidder or his representative, found 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 6.36.
- 6.10.3 Both Technical Bid and Price Bid are to be submitted concurrently duly digitally signed in the website at "[etenders.kerala.gov.in](https://etenders.kerala.gov.in)".
- 6.10.4 If a particular document/certificate to be uploaded as specified in Clause 6.8.1, 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.
- 6.10.5 Tender by any other means is void.

## **6.11 Deadline for submission of Tender.**

- 6.11.1 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.
- 6.11.2 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.

## **6.12 Modification and Withdrawal of Bids**

- 6.12.1 The bidder may modify or withdraw its bid after the bid submission before last date and time of submission of online Tender.
- 6.12.2 No bid will allowed to be withdrawn in the interval 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.

### **6.13 Opening of Tender**

- 6.13.1 The opening of the Technical Bid and the Price Bid will be done online as notified. 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 technical evaluation.

### **6.14 Evaluation of Tender**

- 6.14.1 The findings as to whether the bids are responsive or non-responsive will be published in the website of the Corporation.
- 6.14.2 Bids of firms who have furnished all the required documents for each of the product quoted alone will be considered.
- 6.14.3 The status of bidders/products after technical bid evaluation will be published in the website of the Tender Inviting Authority, inviting complaints / suggestions from the bidders / public.
- 6.14.4 The complaints/ suggestions/ comments received will be scrutinized and their findings along with the 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.
- 6.14.5 The Price Bids will be scrutinized and the provisional drug 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.
- 6.14.6 The status of the bidders after the opening of the price bid available in the 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.

- 6.14.7** 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.
- 6.14.8** Final rate list of L1 bidders will be published in the website of the Corporation.
- 6.14.9** Where the production facilities of the bidder or the level of compliance of WHO-GMP 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 at the risk and cost of the supplier.
- 6.14.10** 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.
- 6.14.11** 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.
- 6.15** **Inspection of Manufacturing Facilities.**
- 6.15.1** 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.
- 6.16** **Other terms and Conditions**
- 6.16.1** 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.
- 6.17** **Notices**
- 6.17.1** 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;

- 6.17.2 The tender notices, documents, amendments, corrigendum, addendum etc, if any, at any stage of the tender process.
- 6.17.3 Results of the responsiveness of the Technical Bids.
- 6.17.4 List of bidders qualified for Price Bid opening and reasons for rejection of unqualified bidders.
- 6.17.5 Product wise rate list with the bid ranking status.
- 6.17.6 L1 rate list/ bid ranking status.
- 6.17.7 Final rate list.
- 6.17.8 Such other information which the Tender Inviting Authority desires to notify the stakeholders.
- 6.17.9 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.
- 6.17.10 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.
- 6.18 Award of Contract**
- 6.18.1 *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.
- 6.18.2 Variation of quantities during currency of contract :- *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. Even though the variation in the quantity to be awarded  $\pm 25\%$  , it will be discretion of the Tender Inviting Authority whether to place orders with successful bidders, or the quantity will be adjusted, considering existing stock, availability of funds, directions of the Government and/or at the discretion of the Tender Inviting Authority.*
- 6.19 Letter of Intent**

- 6.19.1 The Tender Inviting Authority shall issue Letter of intent/ Purchase Order in respect of the drugs selected. Communication by email will be deemed as valid communication.
- 6.20 **Signing of Contract**
- 6.20.1 The successful bidder, upon receipt of the Letter of intent, shall furnish the following documents within 21 days from the date of receipt of LOI.
- i) An agreement in the prescribed format as given in **Annexure-X** in a non-judicial Kerala stamp paper of value of Rs.200.
  - ii) Security Deposit amounting to 5% of total LOI value.
  - iii) Copy of the Letter of Intent duly signed and sealed by the supplier.
  - iv) Notary attested documentary evidence for the constitution of the company.
- 6.20.2 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.  
The list of present MD & Directors of the firm shall also be furnished separately.
- 6.20.3 The purchase order will be placed after the issuance of Letter of Intent, pending execution of agreement and the supplier shall execute the supply as per the terms & conditions in the tender.
- 6.20.4 If the successful bidder fails to execute the agreement and/ or to deposit the required security deposit and/or to furnish the required documents, 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 6.36.
- 6.20.5 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 6.36.
- 6.20.6 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 any payments /deposits/BG/by the way of revenue recovery.

6.20.7 Non-compliances in any of the contract provisions will lead to the termination of contract and will be liable for blacklisting as per Clause 6.36.

## 6.21 Security Deposit (SD)

6.21.1 There will be a Security Deposit (SD) amounting to 5% of the total value of the awarded item as per Letter of Intent including taxes, which shall be furnished by the successful bidder to the Tender Inviting Authority within 21 days from the date of communication of LOI.

6.21.2 The Security Deposit should be paid upfront along with each contract on or before the due date fixed in the LOI by Tender Inviting Authority in the form of

- i. Demand Draft drawn in favour of the Managing Director, Kerala Medical Services Corporation Limited payable at Thiruvananthapuram  
or
- ii. Bank Guarantee in the format as given in **Annexure –XI** valid for a period of 18 months from the date of Letter of Intent

6.21.3 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.

6.21.4 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.

6.21.5 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.

## 6.22 Purchase Procedures

6.22.1 After the conclusion of Price Bid opening, the lowest offer 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.

6.22.2 If the L<sub>1</sub> supplier has failed to supply the required items in full/in part within the stipulated time, the Tender Inviting Authority will cancel the unexecuted quantity of purchase orders. On such cancellation, the

Tender Inviting Authority will make alternate procurement from any available source at the risk and cost of 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.

## **6.23 Supply Conditions**

- 6.23.1** The Purchase orders will be issued for the quantity needed to meet the requirement for 2 or 3 months approximately 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.
- 6.23.2** The supplier shall supply the drugs required by the Tender Inviting Authority at the destination(s) within the period stipulated in the purchase order.
- 6.23.3** 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.
- 6.23.4** The drugs supplied to the Corporation shall comply with the specifications, stipulations and conditions specified in Section IV of the tender document. The drugs supplied in contravention to the specification, stipulations and conditions will be summarily rejected.
- 6.23.5** The bidders offering drugs requiring special cold storage conditions should have their own cold chain transporting system or contract agreement had been made with a transporting agent having facilities to transport the drugs under cold chain norms within 48 hours from the manufacturing unit to the depot at any one point in the state and such facilities to distribute it to the warehouses of the corporation complying cold chain norms.
- 6.23.6** Maintenance of cold chain conditions shall apply to all drugs requiring such conditions irrespective of the fact whether they are included in the specific group of drugs requiring cold storage or not. Proof of availability and adherence to such conditions shall be furnished as stipulated by the TIA. Non-adherence to the conditions shall result in summarily rejection of the goods supplied. It would be deemed as non-supply and the supplier will be solely responsible for his own losses and the penalties that would be attracted.
- 6.23.7** 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.

- 6.23.8** The supplier shall intimate the ambiguity, if any with respect to the pack size/production capacity etc. in the purchase orders issued to them within 10days from the date of purchase order. Beyond the 10 days, it would be deemed that the supplier has accepted the purchase order and supplies shall be executed as per the terms & conditions in the order.
- 6.23.9** 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.
- 6.23.10** **Each and every batch of item supplied should have minimum 60% balance of its total shelf life when supplied to the Corporation.** It is calculated by the DDMS software as on date of receipt of item in the respective warehouses.
- 6.23.11** All items supplied should retain prescribed Quality & maximum potency throughout the shelf life. The drugs supplied are in proper packaging capable of protecting them throughout their shelf life.
- 6.23.12** The bidder shall submit the certificate of analysis certifying that the material supplied complies with the official standards and/ or other specifications of the tender with necessary protocols in respect of each batch of the material 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.
- 6.23.13** Before the shipment of the items against the purchase orders, the supplier shall forward the following documents to the Quality Control Division of the Corporation through e-mail [qcapproval.kmscl@kerala.gov.in](mailto:qcapproval.kmscl@kerala.gov.in)
- i) copy of invoices
  - ii) test reports of all the batches in the invoice.
  - iii) The QC Division will verify the documents submitted 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 “**Approved**” or “**Rejected**” in DDMS software against each batch.
- 6.23.14** The drugs/items 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.

**6.23.15** The supplier shall supply the drugs at the destinations specified in the purchase orders and submit the following along with the consignment;

- i) invoice (duplicate),
- ii) copy of Purchase order
- iii) Test Reports of all the batches in the invoice
- iv) Delivery Challan / POD

The invoice shall specify the generic name of the drugs as in the Purchase Order issued. 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.

**6.23.16** The supplier shall, after supply of drugs at the specified destinations, submit the following at the Head Office, KMSCL for claiming payment of the supply made

- i) Invoice (original)
- ii) Test report of all the batches in the invoice.
- iii) The supplier shall take utmost care in supplying quality drugs 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.

## **6.24 Return and replacement of items supplied**

**6.24.1** If the supplied item is not utilized before expiry date, the supplier shall replace the item with fresh stock of items as and when required. The supplier shall submit a notary attested declaration in this regard as specified in **Annexure VI**

**6.24.2** The supplier arrange to effect free replacement of any quantity which may deteriorate in potency, strength, approaching expiry, at least one month before the date of expiry.

## **6.25 Packing and Labeling**

- 6.25.1 The packing and labels should be clear and legible and should be as per the regulations of D&C Act .Failure to comply with this provision would attract penalty @ 5% of value of such supply.
- 6.25.2 The packing and labels should be clear.
- 6.25.3 Damaged Mutilated packing/labels due to spillage, breakage or poor quality of containers, closures, packing materials etc would attract penalty @ 5% of value of such supply.
- 6.25.4 The labels in the case of injectables should clearly indicate that the preparation is meant for IM, IV, ID, SC etc.
- 6.25.5 It should be ensured that only first hand fresh packaging materials of uniform size are used for Packing. The penal charges for usage of packets of other products shall be 5% of the total value of item(s) in question.
- 6.25.6 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 drugs concerned.
- 6.25.7 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/cm<sup>2</sup> and not more than 15kg. Where heavier packaging is required 7-ply cardboard (minimum 120gsm) and minimum bursting strength of 7kg/cm<sup>2</sup> shall be used. Failure to comply with the packaging requirement would attract penalty @ 5% on the value.

## **6.26 Quality Testing, Quality Control Deduction and Penalties**

- 6.26.1 All the batches of the drugs supplied shall be supported by test/ analysis reports.
- 6.26.2 The decisions of the TIA based on the reports of the Drugs Control Department of the State on the quality of the drugs will be conclusive.
- 6.26.3 The decisions of the Drugs failing in descriptions such as change of colour, presence/appearance of particulate matters/flakes etc make the drug unfit for use and hence will be deemed as Not of Standard Quality summarily for the purposes of the tender and all clauses applicable to Not of Standard Quality Drugs shall apply to such drugs even if the drug has not been tested in the laboratory. Use of primary and secondary packaging material not suitable or appropriate or adequate enough to preserve the properties of the drug during its entire shelf life period will

also cause the drug to be deemed as Not of Standard Quality for the purpose of the tender.

- 6.26.4** The drugs shall be of standard quality throughout the shelf life period of the item.
- 6.26.5** 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.
- 6.26.6** 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 bidder will be liable for appropriate action as per the tender conditions and also for other legal actions under the Drugs & Cosmetics Act & Rules as may be initiated by the regulatory department in the case of drugs. 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.
- 6.26.7** In the event the drugs 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.
- 6.26.8** Where a drug/ material is declared as not of standard quality by the Government Analyst or approved laboratory the supplier will not be eligible for any payment of the cost of the entire batch of the material/ drug irrespective of the fact whether the same has been partially or fully consumed.
- 6.26.9** Where a second batch of the same drug/ 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.
- 6.26.10** Where a third batch of the same drug/ material 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.

**6.26.11** 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.

**6.26.12** In the case of the bidder supplying more than one item during the contract period, and if two or more items supplied by the supplier are blacklisted based on the above process, then the firm itself will be blacklisted as per the procedure detailed in Clause 6.36.

**6.26.13** 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.

**6.26.14** Drugs supplied in contravention to any of the provisions of the Drugs & Cosmetics Act and Rules made there under will be rejected.

**6.26.15** In the case of any drug being spurious or adulterated or misbranded or otherwise contravening the provisions of the law, the company will be blacklisted as detailed in Clause 6.36.

**6.26.16** The supplier shall furnish Bioavailability/Bioequivalence data or evidence of basis of fixing expiry date and other stability data of items, if so required by the Tender Inviting Authority.

**6.26.17** The bidder shall furnish the source of procurement of raw materials utilized in the formulations if required by Tender Inviting Authority. Tender Inviting Authority reserves the right to cancel the purchase orders, if the source of supply is not furnished.

**6.26.18** 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.

## **6.27 Payment Provisions**

**6.27.1** No advance payments towards costs of drugs will be made to the supplier. All payments will be made only by way of electronic fund transfer in favor of the supplier for which the bank details shall be furnished to the Tender Inviting Authority along with Technical Bid.

**6.27.2** 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 certificates of

analysis in respect of every batch supplied shall be submitted to the Headquarters. The duplicate invoices along with test reports shall be submitted at the respective District Drug Warehouse along with the supply. No payment will be effected if the above provisions are not complied with.

- 6.27.3** After completion of the supply of 100% of the quantity ordered, the payments of value against the received quantity will be made as per terms and conditions laid down in the Tender Document.
- 6.27.4** The supplier 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](http://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.
- 6.27.5** 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.
- 6.27.6** 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.
- 6.27.7** If at any time during the period of contract, the price of tendered items is reduced or brought down by any law or Act or Notification of the Central or State Government or NPPA or by the bidder himself, below the contracted rate, their contracted rate will stand reduced automatically to the reduced level. Failure to supply at the reduced rate will be deemed as withdrawal from the contract and alternate purchase of the item will be made at risk and cost of the supplier. If supplies are made at higher rates after the rate reduction, payments will be eligible at the reduced rates only.
- 6.27.8** 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 in the part of the supplier in supplying the item and if such the enhancement in statutory levies occurred in 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.

## **6.28 Penalties & Deduction in Payments**

- 6.28.1 All supply should be made within the stipulated time and as per the scheduled quantity as mentioned in section V/purchase order.
- 6.28.2 If the supply reaches the District Drug Warehouse 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.
- 6.28.3 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.
- 6.28.4 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%.
- 6.28.5 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.
- 6.28.6 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 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 or from his properties as per the provisions of the law.

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

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

## **6.29 Saving Clause**

6.29.1 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.

## **6.30 Applicable Law & Jurisdiction of Courts**

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

6.30.2 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.

6.30.3 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.

- 6.30.4 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.

## **6.31 Corrupt or Fraudulent Practices**

- 6.31.1 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:

6.31.1.1 “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.

6.31.1.2 Without prejudice to the provision of Clause 2.9 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.

6.31.1.3 In case Product(s)/Bidder/Supplier is blacklisted/debarred by another state/Central Government agency for the reason of Quality non-compliances, GMP Non-compliance, major violation of D&C Act and Rules and furnishing forged/fabricated/false documents, after bid submission/award of contract/execution of agreement, the bidder shall intimate the TIA in writing within 14 days from the date of such order. If fails to, it will be treated as fraudulent practice and concealment of facts.

- 6.31.2 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.

**6.31.3** 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.

**6.31.4** 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.

## **6.32 Code of Conduct for Suppliers.**

**6.32.1** 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 unreasonable 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:

- i. Contacting KMSCL officials or persons associated with its activities for no specific reason,
- ii. giving gifts, providing hospitality, invitations for cultural/ scientific/ social events, offer of holidays, free goods or services etc;
- iii. trying to influence officials or the associates of the Corporation under the cover of region, religion, political consideration, language, relationship etc;
- iv. 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.

### 6.33 Force Majeure

**6.33.1** 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/shifting / upgradation of**

manufacturing facilities and power cut are not considered as Force Majeure.

6.33.2 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 reasonable.

6.33.3 In case due to a *Force Majeure* event the Tender Inviting Authority is unable 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 subparagraphs.

#### 6.34 Resolution of disputes

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

6.34.2 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, TIA at its discretion shall permit an opportunity to hear the bidder in person and can pass appropriate orders on the same, further, If the such dispute or difference exists, shall be referred to Govt. of Kerala whose decision shall be final.

#### 6.35 General/ Miscellaneous Clauses

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

6.35.2 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.

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

#### 6.36 Procedure for Blacklisting

6.36.1 The Tender Inviting Authority may blacklist any drug, bidder/supplier for the reasons specified in the tender document. Blacklisting shall be

done after giving an opportunity to the bidder/supplier to show cause in writing. **Blacklisting shall be generally for a maximum period of three years from the date of such order.** But if the blacklisting is due to a fraudulent action on the part of the bidder TIA may decide for blacklisting even for more period. The product(s)/bidder/ supplier will not be eligible to be considered in any of the tenders floated by the Tender Inviting Authority during the period of blacklisting.

**6.36.2** 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.

**6.36.3** Blacklisting of a particular firm or product is without prejudice to other penalties stipulated in the terms & conditions of the tender document.

#### **6.36.4 Duration of Blacklisting**

In the case of blacklisted party having obtained any stay orders from any authorities against the blacklisting, while calculating period of blacklisting the period during which the stay orders obtained will not be accounted and the effective blacklisting period will be extended accordingly, provided the final orders in favor of the party concerned were not obtained.

### **6.37 Provisions for Appeal**

**6.37.1** 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.

### **6.38 Termination of Contract**

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

**6.38.2** 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.

- 6.38.3 In the event of the TIA 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.
- 6.38.4 Unless otherwise instructed by the Tender Inviting Authority, the successful bidder shall continue to perform the contract to the extent not terminated.
- 6.38.5 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.
- 6.38.6 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.
- 6.38.7 In case, any item(s) supplied by the bidder are reported to be inferior in performance/description/safe usage, the TIA at liberty to reject such items and terminates the contract of the product/supplier.
- 6.38.8 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.
- 6.38.9 Termination of contract of a contract with a supplier in whole or in part is without prejudice to any other penalties stipulated in the tender condition.

- 6.38.10 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.
- 6.38.11 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/ED/RD-SAT/RC/2025/014 dated 10.7.2025

NAME OF THE BIDDER:.....

Sl. No.	Document to be uploaded
1.	Check list in <b>Annexure-I</b> .
2.	The details of offline EMD submitted as DD/BG, if applicable.
3.	<b>Bid offer form</b> in the format prescribed in <b>Annexure II (PDF)</b>
4.	Notary attested copy of Annual turnover statement for last 3 financial years in the format given in <b>Annexure III</b> certified by the Auditor.
5.	Notary attested copies of; iv. Original Manufacturing Licenses. v. Certificate of renewal/valid Retention certificate of manufacturing license. vi. Product permit duly approved by the Licensing authority for all product(s) offered. <b>Items offered with specifications shall be clearly highlighted in the product permit and respective drug code of the item shall be noted in the product permit.</b>
6.	Notary attested copies of; IV. Valid import license in Form 10 V. Valid registration certificate in Form 41 VI. Previous import licenses issued 3 years prior to the date of notification of the tender, if the product is imported.
7.	Notary attested copies of; iii. Product wise Market Standing Certificate issued by the Licensing Authority to prove 3 years Market Standing for all the items offered. iv. in case of imported drugs, bill of lading/sales invoices/market standing certificate issued by licensing authority to prove that the product is being imported/marketed by the bidder in last 3 years.
8.	Notary attested copy of valid license for the sale of drugs imported by the firms issued by the licensing authority, in the case of imported products.
9.	Notary attested copy of valid WHO-GMP Certificate in respect of the production units and the products offered.
10.	Notary attested copy of COPP (Certificate of Pharmaceutical Products) issued by the licensing authority for the quoted products should be submitted as per WHO norms.
11.	Notary attested copy of approval from USFDA / EMA
12.	Notary attested copy of current Non-conviction Certificate issued by the licensing authority of the concerned state.
13.	Notary attested Performance Statement for each item quoted shall be

Sl. No.	Document to be uploaded
	submitted by the bidders for each item as in <b>Annexure IV</b> specifying the following; iii. production capacity iv. The bidder shall furnish the details of all batches manufactured of the offered item in the last 3 consecutive years.
14.	Notary attested copy of Power of Attorney/Resolution of Board.
15.	Notary attested copy of Undertaking /declaration in the format prescribed in <b>Annexure V</b> .
16.	Notary attested copy of Undertaking/ declaration for replacement of drugs in the format prescribed in <b>Annexure-VI</b> .
17.	The bidder shall furnish the notarized copies of details of supply made to other reputed organizations, during the past three years in the format given as <b>Annexure VII</b> .
18.	Notary attested copy of Audited Balance Sheets and Profit and Loss statement for three years from 2021-22, 2022-23 and 2023-24.
19.	Notary attested details of the bidders and manufacturing units in the format prescribed in <b>Annexure VIII</b> .

Place:

Signature:

Date:

Name in Capital Letters:

Seal:

Designation:

**BID OFFER FORM**

I/weM/s ..... have examined and accepted the conditions of the tender document No. KMSCL/ED/RD-SAT/RC/2025/014 dated 10.07.2025, hereby submit this offer for the supply of the following items conforming to the specification, shelf life and all other parameters mentioned in section IV of the tender document.

Sl No	Drug Code	Drug Name	Strength	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	Required EMD as per clause 4.1 (in Rs)
1									
2									
3									
4									
5									
Total Amount:									

\*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/ED/RD-SAT/RC/2025/014 dated 10.07.2025 of KMSCL is having the following annual turnover and the statement is true and correct.

Sl. No.	Year	Annual Turnover (Rs.in Crores)
1.	2021- 2022	
2.	2022 - 2023	
3.	2023 - 2024	
Total (Rs.)		
Average Annual 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 the Bidder: .....

I.

Drug code	Drug Name	Strength	Unit	Tendered Quantity (in units)

II.

Production Capacity (Quantity in tendered units)			
30 days	70 days	90 days	365 days

III.

<b>Details of batches manufactured during last three years:</b> <b><u>Furnish statement of all batches produced including rejected batches, if any</u></b>									
Sl. No.	Total No. of Batches Mfd.	Individual Batch Numbers mfd during the year	Date of mfg	Qty mfd	Maximum capacity per single batch production	Qty sold	Date / Month of sales	Quantity returned/rejected	Reason for return /rejection
<b>2021 -22</b>									
<b>2022-23</b>									
<b>2023-24</b>									

Certified true statement of productions

Signature and seal of the Bidder

Attested by notary public

**DECLARATION AND UNDERTAKING**  
**(Non-judicial stamp paper of Rs.200)**

I/We, Sole Proprietor/Managing Partner/Managing Director/ Director 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 am/are the person responsible for and also in charge of manufacturing and sale of the drugs/supplies manufactured by the company.
2. that I/we have carefully read all the conditions of KMSCL/ED/RD-SAT/RC/2025/014 dated 10.7.2025 for the procurement of drugs for Rare disease for the year 2025-26 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.
3. 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.
4. that I/we possess all the facilities for manufacture and supply of the material(s) bided as per the terms and conditions of the tender. I/we do hereby understand and agrees that in the event of I/we failing to supply in full quantity at any stage when the contract is in operation, we will be liable for the penal actions such as rejection of bid, termination of contract and blacklisting, and I/we will be liable to pay or agrees to recovery of the additional cost incurred for the alternate purchase of the contract quantity from any money due to the supplier.
5. that I/we possess the valid manufacturing licenses, 3 year market standing and WHO-GMP Certificate issued by the Competent Authority for all the quoted products and complies and shall continue to comply with the conditions of WHO-GMP criteria together with the standards laid in Schedule M of Drugs & Cosmetics Act 1940 and

the Rules made there under. I/we will manufacture/supply items from the WHO-GMP certified plants as mentioned in our bid. I/we do hereby understand and agrees that in the event of I/we failing to adhere to the WHO-GMP norms and or any of the standards laid in Schedule M of Drugs & Cosmetics Act 1940 and the Rules made there under at any stage when the contract is in operation, the bid will be rejected/contract will be liable to be terminated and I/we will be liable to pay for the additional cost incurred for the alternate purchase of the contract quantity. Where the failure is observed after the conclusion of the contract, we will be liable for blacklisting according to the provision of this tender.

6. 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, GMP-non compliance, Major violation of D & C Act and Rules and furnishing forged/fabricated/false documents.
7. that I/we or any of the offered product is blacklisted/debarred by another state/Central Government agency for the reason of Quality Non-compliances, GMP Non-compliance, major violation of D&C Act and Rules and furnishing forged/fabricated/false documents, after bid submission/award of contract/execution of agreement, I/we will intimate the TIA in writing within 14 days from the date of such order.
8. that I/we hereby certify that we have offered the maximum possible lowest rate in the tender and we have not quoted the item at lesser rate than that offered here to any other Govt. agencies nor will do so till validity of offer, during the period of contract whichever is later. We accept the terms of fall clause as mentioned in the tender document.
9. that the quoted rate of any item is not more than the price fixed by the National Pharmaceutical Pricing Authority or by State/central Government, in any means, and, further undertakes that if in future prices of the items offered is reduced by the authorities the same benefit will be transferred to the TIA.
10. that I/We will supply the materials of the best quality and will comply with the specifications, stipulations and conditions specified in Section IV. Drugs and other materials supplied in contravention to the specification, conditions in Section IV shall be summarily rejected.

11. that I/We will furnish the Certificate of Analysis of each batch of item tested, covering all parameters specified in the official monograph or in other standards 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.
12. that I/we will supply the Drugs/supplies as per the packing and labeling specifications as per D & C Act and in the Tender Document.
13. That I/we shall supply the item against the purchase order complying all the norms in the tender to the destination(s) specified in the purchase order.
14. a. that I/we will supply drugs/supplies strictly as instructed in the label of the product and the products requiring special cold storage conditions (2-8°C) will be supplied in conditions so that the items have reached KMSCL warehouse adhering the cold chain norms. The Cold chain products will be provided with temperature variation indicators like vaccine vial monitors or each container of a consignment will be provided with data loggers for recording the temperature conditions during transit, the software of which will be provided to the respective warehouses. I/we agree that the Tender Inviting Authority rejecting the consignment, forfeiting the Security Deposit and terminate the contract/blacklisting me/us, if the condition of cold chain transportation is not complied with.  
b. that I/we also declare that drugs other than those requiring cold storage will be transported from our manufacturing point to the destination of KMSCL by complying the storage requirement of drugs transported and will state the mode of transportation in the supply documents.

### Verification

I(name)\_\_\_\_\_ (address)\_\_\_\_\_ (designation)\_\_\_\_\_  
\_\_\_\_\_ 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

**DECLARATION AND UNDERTAKING FOR REPLACEMENT OF DRUGS****(Non-judicial stamp paper of Rs.200)**

I/We, Sole Proprietor/Managing Partner/Managing Director/Director 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 am/are the person responsible for and also in charge of manufacturing and sale of the drugs/supplies manufactured by the company.
2. that I/we have carefully read all the conditions of tender KMSCL/ED/RD-SAT/RC/2025/014 dated 10.7.2025 for the Procurement of drugs for Rare disease for the year 2025-26 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.
3. that I/we will take back the items which are reported as near expiry/ slow moving from the respective warehouses and will replace with fresh batch of the item having longer shelf life at our own expense.
4. that I/we will take back the items from the warehouse premises at our own expenses within Fifteen days (15 days) from the date of intimation from the Tender Inviting Authority and will replace with fresh batch of the items within 30 days from the date of intimation from the Tender Inviting Authority.
5. In the event of failing to replace the goods within stipulated time, I/we will issue Credit notes for the value of drugs returned or I/we will be liable to pay or agrees to recover the amount equivalent to the value of goods from the Security deposit or any money due to the supplier.
6. that I/we, the batches supplied in lieu of the replaced drugs will comply with the specifications, stipulations and conditions specified in the tender document.

**Verification**

I(name) \_\_\_\_\_ (address) \_\_\_\_\_ (designation) \_\_\_\_\_ 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

DETAILS OF SUPPLY MADE TO OTHER AGENCIES (ANY THREE)				
DrugCode & Drug Name: .....				
Sl. No.	Name of Institution	Quantity supplied in nos.		
		2021 - 22	2022 - 23	2023 - 24
1.	All India Institute of Medical Sciences (AIIMS)			
2.	Jawaharlal Institute of Postgraduate Medical Education and Research (JIPMER) Pondicherry			
3.	Sanjay Gandhi Post Graduate Institute of Medical Sciences (SGPGIMS) Lucknow			
4.	King Edward Memorial Hospital (KEM) Mumbai			
5.	Christian Medical College and Hospital (CMC) Vellore			
6.	Vardhman Mahavir Medical College, New Delhi			
7.	Safdarjung Hospital New Delhi			
8.	Central Government Health Scheme (CGHS)			
9.	Other State Medical Services Corporations/ Central Procurement agencies			

**DETAILS OF THE BIDDER AND MANUFACTURING UNITS**

<b>I.</b>	<b>Bidder Details</b>		
<b>A</b>	<b>a.</b>	Name of the Bidder	:
	<b>b</b>	Address for Communication	:
	<b>c</b>	PIN code	:
	<b>d</b>	Land Phone No	:
	<b>e</b>	Mobile No	:
	<b>f</b>	Fax	:
	<b>g</b>	Email ID	:
<b>B</b>	<b>a.</b>	Name of the Person to whom purchase orders and other communications are to be sent.	:
	<b>b</b>	Land Phone No	:
	<b>c</b>	Mobile No.	:
	<b>d</b>	Email ID	:
<b>C</b>	<b>a</b>	Name of the Authorized person whoco-ordinates logistic and supply of drugs	:
	<b>b</b>	Designation	:
	<b>c</b>	Land Phone No	:
	<b>d</b>	Mobile No	:
	<b>e</b>	Email ID	:
<b>D</b>	<b>a.</b>	Name of the authorized person in the account department of the firm	:
	<b>b.</b>	Land phone No.	:
	<b>c.</b>	Mobile	:
	<b>d.</b>	Email Id	:
<b>E</b>		GST Registration No. of the bidder	:
<b>F</b>		PAN of the bidder	:
<b>II</b>	<b>Details of Manufacturing Units *</b>		
<b>A</b>	<b>a.</b>	Name of the Manufacturer - I	:
	<b>b.</b>	Address of the manufacturing unit -I	:
	<b>c.</b>	GST Registration No. of the manufacturing unit -I	:
	<b>d.</b>	Drugs manufacturing license No. & Date	:

	e.	Name of Contact person, Contact No, Email ID	:	
B	a.	Name of the Manufacturer - II	:	
	b.	Address of the manufacturing unit - II	:	
	c.	GST Registration No. of the manufacturing unit - II	:	
	d.	Drug manufacturing license No. & Date	:	
	e.	Name of Contact person, Contact No, Email ID	:	
<p><b>* If the items offered are manufactured in two or more manufacturing units/loan licensee, the above details of all the units shall be furnished.</b></p>				
III.	<b>Bank Details</b>			
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 Kerala Medical Services Corporation Limited, (address), for the procurement of drugs /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 ....., of year..... 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)..... (hereinafter “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 tenders for the procurement of drug required for the treatment of rare disease vide TENDER NO. KMSCL/ED/RD-SAT/RC/2025/014 dated 10.7.2025. 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 drug for the treatment of Rare Disease 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.
  7. 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	Drug Code	Name of the Drug	Strength	Unit	Rate (Rs.)	LOI Quantity	Value (Rs)
<b>Total Value (Rs.)</b>							

**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

said .....(For the Supplier) (Signature, Name, Designation and Address with Office seal)

in the presence of .....

1) (Signature, Name and Address of witness)

2) (Signature, Name and Address of witness)

## 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 the Letter of  
intent/contract no \_\_\_\_\_ dated \_\_\_\_\_ (herein after called  
“the contract”) with the Kerala Medical Services Corporation Limited, Thycaud.P.O,  
Thiruvananthapuram, Kerala – 695014, for the supply of drugs/supplies against the  
tender no..... dated .....

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/other contracts in force;

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/other contracts in force 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 of 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

## Guidelines for preparation of BOQAPPENDIX-I

Tender Inviting Authority: The Managing Director, Kerala Medical Services Corporation Ltd											
Name of Work: Tender For The Procurement Of Drugs for Rare Disease for the Year 2025-26											
Tender No: KMSCL/ED/RD-SAT/RC/2025/014dated 10.7.2025											
Bidder Name:		M/s.									
PRICE SCHEDULE : (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name, Basic Price & GST values).											
Sl. No	Item Description	Item Code	Quantity Tendered (in units)	Unit	GST % as per Available Records	Basic Price/unit (in Rs.)	CGST Value (in Rs)	SGST Value (in Rs)	IGST Value (in Rs)	GST Value ( in Rs)	Total Amount /unit (in Rs)(7+11)
1	2	3	4	5	6	7	8	9	10	11	12

### Column No 1 to 6

Included necessary descriptions prefilled and edit protected so that no modifications can be made to these columns.

### Column No.8,9,10

Bidder shall fill the GST values (SGST/CGST/IGST as applicable) of all offered items in the respective columns.

### Column No.6

Total GST % of the tendered items, as per available records, is furnished in column No. 6 of BOQ.

### Column No.11

The GST value will be calculated automatically and reflected based on the total GST % (Column No.6).

### Column No.7

Bidder shall necessarily quote Basic Price/unit inclusive of freight, insurance, loading/unloading and handling charges offered by bidder exclusive of GST.

### Column No-12

The landed price (final price) including GST, will be automatically reflected by addition of the Basic price (entered by the bidder) and GST value.

**Note :** *The Basic Price entered by the bidder in column No. 7 of BOQ will only be considered for bid ranking.*

