

AGREEMENT FORM FOR SUPPLY OF CHEMICALS & REAGENTS FOR THE YEARS 2014-15
(For Authorised Distributors)

ARTICLES of Agreement made on this _____ day of _____ between the Governor of West Bengal (hereinafter referred to as the 'Governor' which expression shall unless excluded by or repugnant to context be deemed to include the successor in office and assigns) represented by the Deputy Director of Health Services (Equipment & Stores) hereinafter called the DDHS(E&S) having its office(s) at 141, A J C Bose Road, Kolkata 700 014 & 541, Rabindra Sarani, Kolkata 700 003 of the ONE PART,

AND

M/S _____, having its office at _____, Carrying on business as Distributor on behalf of the _____ (Hereinafter referred to as the 'DISTRIBUTOR (S) which terms shall unless excluded or repugnant to the context be deemed to include the Partners and Principals of the said firm and their respective heirs, executors, administrators representative and assigns/ and assigns) of the OTHER PART.

WHEREAS,

1. The Dy. Director of Health Services (E&S), having indicated intention of preparing rate schedule for procuring chemicals & reagents to all the indenting units under the Department of Health & Family Welfare, Govt. of WB through e-tender in the NIC portal vide NIT No on specified terms and conditions and the Vendor/ Distributor having agreed to supply such items on such terms and conditions, the present agreement is drawn up and executed, incorporating inter-alia the said terms and conditions in the Schedule to the Agreement.
2. In this Agreement whenever rights, privileges, discretions and powers have been said to be exercisable by the "Government of West Bengal", such rights, privileges, discretions and powers will be actually exercisable by the Dy. Director of Health Services (E&S), Director of Health Services, the heads of the direct demanding units or the Department of Health & Family Welfare, Government of West Bengal, unless otherwise specified.
3. The Vendor/ Distributor agrees to, according to and in compliance with the orders as may be placed by the DDHS (E&S), West Bengal /authority of other Health Units and Hospitals under Deptt. of Health & FW, Government of West Bengal (also referred to as the heads of direct demanding units), supply to the said officer or such officers as may be authorized by him, to receive the same drugs at the rates and within the time limit fixed therefore and in accordance with the order or orders for the same.

4. The Vendor/ Distributor agrees that the accepted rates as provided in the accompanying schedule, shall hold good unless otherwise revised by Govt. of West Bengal, throughout the tender period 2014-15 as well as for such period for which the tender may be extended.
5. The Vendor/ Distributor agrees to deliver all supplies to the stores/Godown at 141, Acharya J.C. Bose Road and 541, Rabindra Sarani, Kolkata of the Central Medical Stores or at such other place/s as the DDHS (E&S), W.B./Medical College & hospitals, Speciality hospitals, District Reserved Stores under the office of the Chief Medical Officer of Health, District Hospitals, State General Hospitals, Sub Divisional Hospitals and heads of other direct demanding units under Department of Health, Govt. of West Bengal may direct, by the Vendor/ Distributor by own arrangements made by the Vendor/ Distributor and they shall not be entitled to charge any cost for the transport of the said goods to the said premises for such delivery thereof. All temperature sensitive materials will be transported in cold chain.
6. The Vendor/ Distributor agrees not to assign, transfer or sublet the rights and benefits under this contract either in part or in whole to any other party or parties.
7. During the subsistence of this contract, the Vendor/ Distributor agrees to maintain an office/ liaison office or a place of business in Kolkata where all notices and other papers required to be served or sent to the Vendor/ Distributor shall be served or sent. The Vendor/ Distributor also agrees to provide email address and a fax number for contact by the DDHS (E&S) & procuring authorities under H&FW Dept.
8. The Vendor/ Distributor agrees that all notices intended to be served on him shall be deemed to have been duly served if sent under Certificate of Posting/ Registered Post/ Speed Post/ by email/ by fax at the addresses/ email id/ fax No. provided by the Vendor/ Distributor and the copies are displayed on the Notice Board of the Central Medical Stores/ Web Site of the Department (www.wbhealth.gov.in) for at least 3 working days.
9. The Vendor/ Distributor agrees to supply all Drugs on behalf of the approved manufacturer, as per the guidelines under Schedule M Drugs, all of them conforming to I.P., B.P., U.S.P., B.P.C., or I.S.I., A.R.C.P. or L.R. specifications as noted against the items in the Catalogue, as applicable including test report from Good Laboratory Practice (GLP) certified laboratory. The Vendor/ Distributor also agrees to ensure that all the supplied materials are reached to the Ordering Officer in a physical condition without any deterioration in its quality and quantity within 45(forty five) days from the date of issue of the order on line which is accessible through Vendor/ Distributor portal.

10. The Vendor/ Distributor agrees not to make any representation for deviation from their quoted rates and /or terms and conditions which may cause any delay in procuring the stores by the D.D.H.S. (E&S) or the direct procuring units as it will be counted as bad performance and will invoke the Penal provisions of this agreement except in conditions of *force majeure* wherein in conditions like strikes, war like situation, severe natural calamities, major fires, Acts of God the Vendor/ Distributor is unable to carry out his commitment of meeting the terms of this contract.
11. Orders for the supply of the approved products will be placed with the successful Vendor/ Distributor / his authorized distributor after the execution of the AGREEMENTS & submission of necessary PERFORMANCE BANK GUARANTEE, and such supply shall have to be made in full to be specified in the supply orders to be made in pursuance of the agreements by the Vendor/ Distributor himself or through his authorized distributor/C&F or C&S. The Vendor/ Distributor agrees to supply within the specified time schedule i.e within 45(forty five) days from the date of issue of the order. The selected Vendor/ Distributor and/ or his authorized distributor would have access to the Vendor/ Distributor portal from which, the procurement order, Goods Received notes and Bill status can be seen on line.
14. LABELLING:
All supplies of articles in drugs section should invariably contain the following information on its label and the carton. One information should not be overlapped by any other information needed to be furnished.
 - a. Pharmacopoeia name.
 - b. Manufacturing date.
 - c. Expiry Date.
 - d. Name & address of Registered Office of Manufacturers and place of manufacture.
 - e. Manufacturing Licence Number.
 - f. Batch Number
 - g. All Drugs/ Chemicals quoted/supplied by tenderer MUST CONFORM TO B.P, U.S.P, I.P and N.F.I –III specification as noted against the item(s)in catalogue as applicable.
 - h. In respect of IV fluid, the bottle should be manufactured and filled by the “Blow, Fill & Seal in polypropylene 500 ml bottle” and/or “Form Fill & Seal polyethylene 500 ml bottle ” and the bottle meet the pharmacopeial specification. Documentary evidence in support of the quality of the bottle should be furnished at the time of supply.
 - i. Month and Year of supply.
 - j. The bottle label & carton should invariably marked with For C.M.S Supply “C.M.S. SUPPLY. NOT FOR SALE” For supplies to decentralized units “W B. GOVT SUPPLY. NOT FOR SALE”.
 - k. The item or items under Trade sale should not be delivered in any case. If found at any stage that the Vendor/ Distributor s supplies the item or

items under the Trade sale, the candidature of the Vendor/ Distributor s would be cancelled straightaway.

15. The Vendor/ Distributor agrees to the MANUFACTURING AND PACKAGING norms as follows :
- a. Packing of medicine (tablets, capsules, solid & liquid preparation) and Lab Chemicals with standard packing materials.
 - b. The rigid PVC used in blister packing should be of not less than 250 micron
 - c. All glass bottles should be new neutral glass.
 - d. Ointments should be packed in liquidized Aluminium Tubes.
 - e. Small Tablets packed in blisters should be packed to facilitate easy removal of the tablet without breaking / crushing.
 - f. Tablets should have a score line as per the relevant pharmacopeial norms.
 - g. All plastic containers should be made of virgin grade plastics.
 - h. All plastic jars above 450 Gms /ml should carry an inner plastic lid.
 - i. Injection in vials should have a snap off seal.
 - j. All tablets should be in aluminum strips or blisters with Aluminium foil back. Strips of Aluminium foils refer to gauge 04. Aluminium foils as back material for blisters refer to gauge 025.
 - k. Light sensitive drugs are to be in amber coloured bottles.
 - l. Liquids and Drops should be packed with plastic dispensers
 - m. Glass ampoules should be packed with cutters@ 1 cutter for each 5 ampoules in a separate polybag
 - n. ORS should be packed in sachets made of Aluminium Foil laminated with glassing or heat sealable plastic film (multiply laminations with aluminium foil (polyethylene, Aluminium, polyester)), whose outer cover may contain label information (. 50 sachets may be packed in gray board boxes and 10 gray board boxes in a corrugated box
 - o. Corrugated package box size limited to (12''Hx 24''L x 24''W).
 - p. No corrugated box with contents should weigh more than 15 kgs (7 kgs in case of ointments and fragile materials)
 - q. The inner lining shall be not less than 120 gsm and outer carton not less than 150 gsm.
 - r. The non glass bottle containing cartons shall be of at least 5 ply with bursting strength not less than 9 kg/sq cm.
 - s. Glass bottle containing cartons shall be of at least 7 ply with bursting strength not less than 12 kg/sq cm
 - t. No box should contain mixed products or mixed batches of the same product.
 - u. The product label on the cartoon should be large at least 15 cms x 10 cms dimension. It should carry the correct technical name, strength or the product, date of manufacturing, date of expiry, quantity packed and net weight of the box.
 - v. The Vendor/ Distributor agrees to the point that any deviation from the above specification is liable for cancellation of the candidature.
16. DRUG TESTING:

Dy. Director of Health Services (E&S), West Bengal and the heads of the direct demanding units and decentralized stores will be at liberty to get the drugs, reagents & chemicals tested at Govt. selected/ empanelled laboratory, including NABL accredited laboratories, the identity of which shall not be divulged to the tenderer. Such testing will be in addition to tests that should be done by any authority exercising statutory powers of drug testing. The tenderer shall be bound to destroy the defective & non-standard batch(s) as per assay and other quality test report under Pharmacopian norms. The tenderer shall be bound to replace the defective batch or batches if found defective as per wrong packaging or labelling. The cost of procurement of such non-standard drugs or defective batch(es) will not be paid or be deducted from the security deposit and/or from the pending bills of that supplier or from the performance bank guarantee. Moreover, action under relevant Rules of the Drugs and Cosmetic Act will also be taken. In no circumstances request by the suppliers for replacement of non-standard drugs found defective or sub standard in the quality test will be entertained. A sum @ 2% of bills exclusive of Govt. tax & duties will be deducted from the bills of the Vendor/ Distributor by C.M.S/all D.R.S./other direct demanding units and deposited in the respective budget head to meet cost of handling and testing charges. In the event of the Vendor/ Distributor supplying vaccines and sera, the vaccines and Sera shall be tested by the Vendor/ Distributor at CRI Kasauli and the satisfactory test report obtained. No deductions for testing shall be made from the bills of these items which have undergone prior testing at CRI Kasauli.

The Vendor/ Distributor will ensure that each installment of supply of drugs/chemicals is accompanied with a batch test certificate from a laboratory following GLP norms certifying to the quality of the supplied conforming to the relevant Pharmacopeial norms. The full name and qualification and the attested signature of the certifying chemist will be submitted in a separate sheet alongwith the test report.

17. WITHDRAWAL /CANCELLATION & PURCHASE POLICY OF TENDERING AUTHORITY:

The Vendor/ Distributor accepts that :

- a. Withdrawal of tender or any revision after submission of tender by the Tenderer is not allowed.
- b. Purchase will, however be made following the existing purchase policy of the Govt of West Bengal and its amendment(s) made from time to time.
- c. The tendering authority reserves the right to purchase any item of the Catalogue at the approved rate from any outsider (Non- Tenderer) during the tender period in case of emergency, if the tenderer fails to supply such items on short notice.
- d. The tendering authority reserves the right to procure any item, of the tender directly from a state/ Central Govt. undertaking even if a tender for the same has been offered/ accepted.

18. NO- CONVICTIONCERTIFICATE:
The Vendor/ Distributor has submitted 'No conviction certificate' submitted from the concerned Drug Controlling Authority of the State where the manufacturer/ Distributor is registered for last three years. He has also submitted an affidavit in the prescribed preformed attached herewith from Notary/ first class Judicial Magistrate/Executive Magistrate stating no conviction from any Court of Law for the State of West Bengal or other State or States.
19. The Vendor/ Distributor agrees to the PENALTY CLAUSES as follows :
- a. In case of supply of the sub-standard items found in the quality test as per quality assurance norms, the defective batch /batches determined by the appropriate authority will not be returned to the Vendor/ Distributor for replacement but will be destroyed and the payment of the defective batches will not be made to the Vendor/ Distributor or if paid in the meantime, is to be deducted from the pending bills of the tenderer or from the security deposit or from performance bank guarantee.
 - b. In case of supply of defective item found in respect of packaging or labeling, the tenderer will be asked to replace the same.
 - c. In addition to rejection of the supply, the Dy Director of Health Services (E&S) W.B and the heads of direct demanding units will have the right to cancel the supply order wholly or in part, to forfeit security deposit and to recover the loss, if any, of the Govt. by making deductions from any pending claim of the supplier/ Security Deposit or Performance Bank Guarantee, as may be deemed fit. Such Penalty for supply of a drug falling within the meaning of adulterated/ spurious/ misbranded under Section 17 (A), 17 (B) and 17 (C) of the Drugs and Cosmetic Act will be in addition to action which may be taken by police, the Drug Control Authority or by tendering authority of the State Govt or the Govt of India or by any individual under the law of the land.
20. The Vendor/ Distributor agrees to the debarment clause from participation in next tender processes of the Health & Family Welfare Department stands as follows :
- a. The Tender Selection Committee reserves the right to declare a firm/ Company blacklisted for three (03) years due to the following reasons: If the Vendor/ Distributor
 - i. Withdraws from agreement after being selected as the Lowest Quoted Tenderer (L₁). **Earnest Money will also be forfeited.**
 - ii. Failure in supply within stipulated period for five occasions for a particular item or items during the tenure of the tender period or its extensions. There will be system generated blockage of the Vendor/ Distributor for the entire State for failure in supply for five occasions for a particular item for different procuring authorities.
 - iii. In case of supply of spurious drugs (as applicable)/, along with proceedings under the provisions Drugs and Cosmetic Act, 1940 and Rules framed there under.

- iv. For supply of Non – standard items as per quality test within tender period as determined by the testing of the item as per discretion of Tender Selection Committee.
- v. In consequence of submission of false or fabricated documents by any firm/ company for participating in the tender, if proved later on.
- vi. Supply of item or items with short expiry dates i.e. less than two years in violation of clause 15(ii) of the NIT document on more than three occasions.
- vii. Submission of tender for the product /products for which the concerned company /its Principals/ or sister concern (where its Principals or Promoter have more than 10% shares) has been blacklisted either by the State Government/ other State / Central Government Organization for any reason whatsoever.
- viii. Submission of tender during the period of blacklisting of Concern / Company / its Principals/ or sister concern (where its Principals or Promoters have more than 10% shares) either by Tender Inviting Authority or by any State Government or by other State/Central Government The H&FW Department will have the right to inspect the manufacturing units of the tenderers before accepting the rates quoted by them or at any point of time during continuance of the tender and the Department will also have the right to reject tender or terminate/ cancel the purchase order(s) and/ or not to re- order based on the adverse reports brought during those inspections.
- ix. Financial Penalties for deficiencies in services/supplies during the period of the tender and its subsequent extensions:
 - a. 1. For delay in the supply of items ordered beyond the stipulated date. In respect of all consignment, specified period will be 45 (forty five) days from the date of order generated in the SMIS. The system generated order will have the same status that of signed order.
 - b. Part supply will not be accepted.
 - c. If the supplies are not made in full within the specified period of placing the order, 0.5% of the basic cost of the materials not supplied will be deducted from the existing / pending bills of the supplier per day's delay.
 - d. For delays beyond 60 (sixty) days, the work order for the non- supplied portion will be considered as cancelled straightaway.
 - e. However, if the stipulated period ends up in Saturday, Sunday or State Govt holidays, supply should be made on the next working day and in that case, no penalty would be chargeable for supply beyond 45(forty five) days upto the said date of delivery.
 - f. The provision of penalty is system generated and cannot be waived except the force majeure clause.
 - g. There will be system generated blockage of the Vendor/ Distributor for the entire state for failure in supply beyond 60(sixty) days for five

occasions for a particular item for a particular procuring authority and the firm quoting L₂ rate will be selected after issuance of show cause notice to the concerned defaulting Vendor/ Distributor . The Firm will be blacklisted after issuance of Show cause letter for such delay.

- h. For firms who fail to supply the full order on five occasions within the stipulated period within the tender period and its extensions- the Performance Bank Guarantee, deposited for the failed products will be forfeited and the Principal Firms will also be debarred from participation in the CMS, DoHFW or WBMSC tenders for the next three years.
- i. Supply of items with short expiry dates in violation of Clause 15 (iii) on more than two occasions- 5% of the cost of the items or Rs 50,000, whichever is higher will be deducted from the bills.
- j. The names of the defaulting suppliers will be put up in the Departmental website.
- k. Enhancement of rates of raw materials etc or the fact that the tender period has been extended will not be acceptable as a plea for not supplying the materials within the stipulated period as provided in the work order.

21. THE VENDOR/ DISTRIBUTOR AGREES TO ACCEPT THE PENALTY FOR FORMATION OF CARTEL OR FURNISHING OF FRADULENT/ MISLEADING DOCUMENTS:

- A. If during the tender process or at any state during the validity of the tender period, it is found that a Tenderer(s) has formed a cartel in what so ever form or name to fix up the rates or suppliers to the detriment of the fairness of the tender process, penal measures shall be initiated. Similar penal measures shall also be initiated against those tenderers who have submitted false/ misleading/ fraudulent documents or made incorrect declarations.
- B. The penal measure will be**
 - a. Forfeiture of Earnest Money
 - b. Forfeiture of Performance Bank Guarantee if enlisted as a supplier.
 - c. Cancellation from the approved list of suppliers and debarment from further supply orders
 - d. Black listing from all Departmental tenders (called by the CMS or others) of the Tenderer, the Principals of the firm(s) and the concerned distributor(s) for a period of three years

22. APPEAL:

Appeal against the decision of the Dy. Director of Health Services (E&S), West Bengal and the head of the direct demanding units or system generated action to impose such a penalty will lie with Tender Selection Committee.

Review against the decision of the T.S.C. will lie with Health & F.W. Deptt of the H&FW.

The Special Secretary/Secretary/Principal Secretary will be the appellate authority within the Department of Health & Family Welfare, Government of

West Bengal. Before imposing any penalty as per clauses 21, 22 and 23 the concerned supplier may appeal to the authority citing the proper reasons for non- imposing the penalty as stated.

23. AGREEMENT:

On a tender being accepted, intimation of acceptance will be forwarded through departmental website by the Dy. Director of Health Services (E&S) W.B. After communication of the same, the Tenderer and the selected distributor (in the event of distributor to receive order and payment in his name) will have to execute agreement in the prescribed form with the Dy. Director of Health Services (E&S) W.B. In case any direct purchasing unit wishes to go for a separate agreement the head of the purchasing unit must get written permission to that effect from his controlling authority. This present document and the tender forms filled in by the Tenderer or copies thereof in so far as they are not inconsistent with these terms & Conditions will be incorporated as part of the agreement. Such agreement will be binding on the Tenderer and distributor.

24. VALIDITY PERIOD OF AGREEMENT:

The contract period will be for a period up to 31st March 2015 which may be extended up to six months with prior approval of the Department of Health & Family Welfare, Government of West Bengal, if necessary.

25. PERFORMANCE BANKGUARANTEE:

(i) A. The Vendor/ Distributor has agreed to furnish the 'Performance Bank Guarantee' @ 2% of assessed base rate of requirement for the item with minimum of Rs 25,000 and maximum 1.00 lakh per item for which the Tenderer has been selected as supplier.

B. If out of State manufacturer proposes that order & payment are to be made in the name of an authorized distributor, the distributor then should have to submit "Performance Bank Guarantee" @ 1% of assessed base rate of requirement with minimum of Rs. 10,000 and maximum of Rs. 50,000/- per item for the distributors.

(ii) Accordingly, the Vendor/ Distributor has submitted item-wise Performance Bank Guarantee as follows :

Sl. No.	Name of the item	Catalogue no	Amount of performance bank guarantee	Bank branch	Memo no date

(iii) The Vendor/ Distributor gives his assent to the forfeiture of the 'Performance Bank Guarantee' as enumerated in clause 23 of the Terms & Conditions of the Tender.

(iv) The DDHS (E&S) gives his assent to release the 'Performance Bank Guarantee' of Vendor/ Distributor , after satisfactory completion of all the supply orders and not less than six months after the expiry of the period of the current contract and its extensions subject to the fulfillment of all the terms of the contract after making necessary penal deductions from the 'Performance Bank Guarantee', if any.

26. INSPECTION:

The competent authority may visit any factory at any day at any time in a regular basis for inspection. In case of tenderer bag L₁ status for more than 3 items, physical inspection may follow to adjudge its production capability and assured supply and take decision accordingly for L₁ status.

27. PAYMENT TERMS:

Payment will be made through e payment system through ECS/RECS/RTGS after execution of due supply as ordered subject to :

1. Submission of Performance Bank Guarantee in terms of Clause 25 and subject to penalty clause in terms of Clauses 23 of the NIT.
2. Supply of the materials as per specification as provided in the tender documents and the catalogue,
3. Supply of the materials within the supplied period as specified in the work orders. The status of orders, Goods received note and payments will be available on-line for the Vendor/ Distributor in the Vendor/ Distributor portal in the Departmental website www.wbhealth.gov.in : Vendor/ Distributor Portal.
4. On being selected, the successful Vendor/ Distributor will have to submit application stating the name of the payee, recipient, Bank account no with MICR code, IFSC of the payee/recipient for making e payment by the respective procuring authorities.

28. In the event of any question or dispute arising under this Agreement or the conditions of any special conditions or anything otherwise relating to this Agreement or any clause thereof, the decision of the Director of Health Services, West Bengal in consultation with the Health & Family Welfare Department, Govt. of West Bengal, will be considered final and binding on both the Parties.

This contract will be valid for the period from _____ to _____ subject to extensions and the option of cancellation as provided above .

THE SCHEDULE ABOVE REFERRED TO

(Schedule of rates and approximate quantities)

IN WITNESS THEREOF the parties to these presents have hereunto set and subscribed their respective hands and seals the _____ day/month and year first above written.

SIGNED AND DELIVERED BY THE :

Signed for and on behalf of the Vendor/ Distributor
by presence of.

1.

2.

Signed for and on behalf of the Governor
Of the State of West Bengal

by presence of.

1.

2.

Full Address, Contact No, E Mail ID of the Vendor/ Distributor / authorized Distributor along with the Name of the Local Authorised Representative & Mobile No. are to be clearly mentioned in the Agreement Form.