



Government of West Bengal  
Directorate of Health Services (E&S)  
Central Medical Stores  
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**NOTICE INVITING E-TENDER (1<sup>st</sup> Call) FOR PROCUREMENT OF RABIES VACCINES  
FOR TWO YEARS FROM THE DATE OF AWARD OF CONTRACT (AOC)**

(Through Pre-qualification)  
(Submission of Bid through NIC e tender portal)

**NIT No:- HST/4T-39-21/ARV/2021-23 /135**

**Dated:30-06-21**

E-tender (1<sup>st</sup> Call) is hereby invited on behalf of the Health & Family Welfare Department, Government of West Bengal to prepare a Rate Schedule of supply of the following two items as per Table below for a period of 2 (two) years from the date of Award of Contract(AOC) and its extension, if required, for a further period of 6 (Six) months, to the Central Medical Stores, District Reserve Stores, Medical Colleges & Hospitals, District and Sub District level Hospitals and other Direct Purchasing Health Units under the Health and Family Welfare Department, throughout the State of West Bengal.

**Table – 1**

<b>Sl. No.</b>	<b>Item Name</b>	<b>Cat No.</b>	<b>Accounting Unit (AU)</b>	<b>Tentative annual requirement as per AU</b>
1	Rabies Vaccines I.P. Human Use (Cell Culture derived) with minimum potency of 2.5 I.U/ Vial for both ID Route & IM Route (One IM dose or 5 ID Dose )+ diluents 0.5ml	R2.1	Box of 20 vials with 20 suitable diluents	30000
2	Rabies Vaccines I.P. Human Use (Cell Culture derived) with minimum potency of 2.5 I.U/ Vial for both ID Route & IM Route (One IM dose or 10 ID Dose )+ diluents 1ml	R2.2	Box of 20 vials with 20 suitable diluents	30000

Earnest money to be submitted for participation in the on-line Tender is Rs. 1,00,000/- (Rupees one lakh) only per tenderer.

Earnest money is payable in favour of the Deputy Director (Accounts), Central Medical Stores, Kolkata as on-line deposit through the Government Pooling account of the ICICI Bank. The procedure for online submission of EMD is more clearly described in clause no 3.

MSEs registered in West Bengal are exempted from submission of EMD as per Finance Department, GoWB Notification 10500-F dated 19/11/2004, but their selection would be subject to the provisions of Notification No. 6142-F(Y) dated 10/10/2017 of the Finance Department, Government of West Bengal.

### **1. General Instructions:**

Intending bidders may download the tender documents free of cost from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate or from the website of the Health & Family Welfare Department at [www.wbhealth.gov.in](http://www.wbhealth.gov.in) & necessary earnest money may be remitted on-line to the Pooling account of the Government of West Bengal through ICICI Bank.

### **2. Submission of BIDS:**

Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed by the Company personnel in the pay roll of the Company (having Authorization from the Company management) in the website <http://wbtenders.gov.in>. All papers must be submitted in English language with proper Page Marking.

### **3. On-line payment procedure : Login by the Bidder:**

- a. An intending bidder shall login to the e procurement portal of the Government of West Bengal at <https://wbtenders.gov.in> using his login ID and Password.
- b. The bidder will have to select the particular tender and arrange payment of the required EMD amounting to Rs. 1,00,000 (Rupees One lakh) only by selecting from either of the following payment modes:
  - i. Net banking (any of the banks listed in the ICICI Bank Payment Gateway) in case of payment through ICICI Bank Payment Gateway. On selection of net banking as the payment mode, the bidder will be redirected to the webpage of ICICI Bank Payment Gateway (along with a string containing a Unique ID) from which the Bank through which the transaction is intended will have to be selected.

The bidder will then receive a confirmation message confirming success of the transaction. If the transaction is successful, the amount paid by the bidder will get credited in the respective pooling account of the State Government maintained at the R N Mukherjee Road Branch of ICICI Bank at Kolkata towards collection of EMD. If the transaction fails, the bidder will have to try for payment again by going back to the first step.

- ii. RTGS/NEFT- In case of offline payment through bank account in any bank: On selection of RTGS/NEFT as the payment mode, the e-procurement portal will show a pre-filled Challan and the details required to process RTGS/NEFT transaction. The bidder will have to print the Challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account. Once payment is made, the bidder will have to come back to the e-procurement portal after expiry of a reasonable time (T+2 days) to enable the NEFT/RTGS process to complete, in order to confirm the payment and continue the bidding process. If the transaction is successful, the amount paid by the bidder will get credited in the R N Mukherjee Road Branch of ICICI Bank at Kolkata towards collection of EMD. If the payment verification is unsuccessful, the amount will be returned to the bidder's account. The bidder will have to try again for payment by going back to the first step.
- iii. For RTGS/NEFT, the bidders are requested to process the uploading of the bid document well in advance, and sufficiently prior to closing of the bid of the particular group to avoid the risk of transaction failure.

#### **4. Refund of EMD:**

After declaration of Award of Contract (AOC) through the e-procurement portal, the EMD will be automatically refunded to the unsuccessful bidder (s) in the same route to the account from where the transaction was processed within a reasonable time.

#### **5. Time Schedules for the Re e-tender:**

SCHEDULE FOR OBTAINING BID DOCUMENTS, PRE BID MEETINGS, SUBMISSION OF BIDS AND OTHER DOCUMENTS ETC. WILL BE AS PER THE LIST PROVIDED IN CLAUSE NO 31.

## 6. Eligibility for Quoting:

Only Manufacturers or Direct Importers of the item(s) capable of supplying the quantities as per requirement and having Average Annual Turnover amounting to Rs. 5 Crore for the last three 3 Financial Years i.e. either 2016-17, 2017-18 & 2018-19 or 2017-18, 2018-19 & 2019-20) would be eligible to quote.

Average Annual Turnover Requirement is exempted for MSE units, but if WB state owned PSUs & the MSE units located outside of WB intend to participate in the tender, the Av. Annual Turn Over (Net of Taxes) requirement would be Rs. 3 Crore for the last three Financial Years i.e. for the year either 2016-17, 2017-18 & 2018-19 or 2017-18, 2018-19 & 2019-20.

- a. Distributors/ Agents/ Contract Manufacturers are not eligible.
- b. The item-wise tentative annual requirement of each of the drugs, based on the consumption pattern in the previous year have been furnished in Table-1
- c. If any item offered by the bidder is manufactured in more than one factory, the drug licenses of all such manufacturing units shall have to be submitted.
- d. Bidders should not offer products that are currently blacklisted by any other State/ Central Government agencies/ organizations or local, autonomous, Statutory body/ bodies under the control of a State or Central Govt. or whose licenses are currently suspended/ cancelled or manufacturers convicted or against whom prosecution processes are currently pending.
- e. Bidder shall have **at least 2 (two) years** out of last five years i.e. 2015-16 to 2019-20, Market Standing Certificate/as a manufacturer for each drug quoted in the tender to be issued by the respective State Drug Licensing Authority.
- f. The requirement of Market Standing Certificate may be relaxed for State based local MSMEs or State based Company for the Drug License/ Drug Endorsement obtained during 2015 or thereafter.
- g. Direct Importers shall have to submit Marketing / Market Standing Certificate for 2 (two) years out of last five years i.e. 2015-16 to 2019-20 from the respective State Drug Control Authority.

- h. LOAN LICENCE- No drug manufactured under a Loan License will be accepted, except in case of the items manufactured by WB State Government Undertakings/ Companies.
- i. The bidder should hold valid GMP (Good Manufacturing Practice)/WHO GMP Certificate issued by the Licensing authority. If the offered products are manufactured from more than one unit, all the units shall have to be GMP/WHO GMP certified. Submission of GMP/WHO GMP Certificate is exempted for imported products as well as for non-drug items.
- j. The bidder should hold valid GLP (Good Laboratory Practice) Certificate issued by the licensing authority. If the offered products are manufactured from more than one unit, all the units shall have to be GLP certified. Submitting of GLP Certificate is exempted for imported products as well as for non-drug items.
- k. The bidder must not have been convicted under the Drugs and Cosmetics Act and/or any other law and no prosecution should be in progress or pending against the licensee and the license of the firm shall not have been cancelled or suspended for non-compliance of any of the provisions of the Drugs and Cosmetics Act 1940 and the rules there under. The bidder shall submit a non-conviction certificate in respect of the drugs against which bids have been offered, issued **on or after the 1<sup>st</sup> day of January, 2021** by the concerned Drug Control authority.
- l. Tender should not be submitted for the product / products which has/ have been blacklisted/debarred by any other State / Central Government's organization or local, autonomous, Statutory body/ bodies under the control of a State or Central Govt., for reason of quality non compliances, major violations of the Drugs and Cosmetics Act and Rules or in the event of non-supply.
- m. Any Concern / Company which has been blacklisted by this Tender Inviting Authority for any reason or blacklisted/debarred by any State Government or Central Government Organization or local, autonomous, Statutory body/ bodies under the control of a State or Central Govt. for any of the above reasons or for the reason of furnishing forged/ fabricated/ false document should not participate in the tender during the period of blacklisting/debarring.

- n. Where a product(s)/supplier is blacklisted in any other state or by a central Government agency or local, autonomous, Statutory body/ bodies under the control of a State or Central Govt. for situations as detailed above after the submission /opening of the bid /award of contract, the product(s)/bidder will be liable for blacklisting/rejection/ termination/cancellation of contract/ purchase order etc. The product(s)/bidder will also be liable for such action in the event of any conviction /initiation of prosecution action under the Drug and Cosmetics Act at any stage after submission/opening of bid.

**7. The bids of the following bidders will not be accepted:**

- I. The Bidders who were declared L<sub>1</sub> in the tenders floated by CMS in 2018-19-16 and 2019-20 but failed to execute the agreement, and/or
- II. The Bidders who were declared debarred/blacklisted by any Govt. Concern/Govt. Health Institution in the Country as a whole or, for any item / items (quoted in this tender) are not eligible to participate in the current tender as a whole or, for that item or items. This clause will be applied on the basis of the Affidavit in Annexure-VI, made by the bidder.

**8. SUBMISSION OF THE TENDERS:**

The tender is to be submitted in a 2(Two) Bid System - (Technical Bid as BID A & Financial Bid as BID B).

Technical Proposal:

- I. "BID A" Part I: - Company Specific Technical Documents (PDF) (SINGLE FILE MULTIPLE PAGE SCANNED) The scanned document uploaded should be legible and readable and should not be repetitive. Uploading of illegible scanned document will not be accepted and will stand for rejection of bid.

A	Certificate of registration/EM II in respect of domestic MSME within the State of West Bengal
B	CHECK LIST in the prescribed format.
C	Application in Annexure I
D	Bidders' details in Annexure I (a)
E	Authorization letter of signatory from Company in Annexure II
F	Certification from Chartered Firm about % sale in the open market & Annual Turnover Net of Taxes for the last 3(three) yeas in Annexure III

G	Copy of agreement between the out-of-state Manufacturer and the Distributor, if any in Annexure IV (a).
H	Annual Turn Over of the Distributor, if any, to be certified by CA firm which should not be less than 2 (two) crore for the year 2018-19/ 19-20/ 20-21 in Annexure IV(b)
I	Drug license, Trade License, Last year IT Return, GST Return, No Conviction Certificate , etc. in respect of Distributor, if any in Annexure IV(c).
J	Affidavit on Non Judicial Paper worth Rs 50.00 for Non Conviction & Non debarment/non-blacklisting sworn before the Notary Public / Judicial Magistrate/Executive Magistrate on or after the date of publication of the Tender Notice in Annexure VI.
K	Drug endorsement list for each item quoted (The item should be marked/highlighted with marker pen mentioning therein the CMS Cat No for each particular item).
L	Import Licence (Form 10) for Imported Item(s). (The item should be marked/highlighted mentioning therein the CMS Cat No for each particular item)
M	Market Standing / Marketing Certificate of the product or products for at least 2 (two) years out of last 5(five) Financial Years, i.e. w.e.f 2015-16 to 2019-20 related to Drug License, issued from the concerned State Drug Control Authority for Manufacturer (The item should be marked/highlighted mentioning therein the CMS Cat No for each item)
N	Market Standing / Marketing Certificate of the product or products for at least 2(Two) years out of last 5(five) Financial Years, i.e. w.e.f. 2015-16 to 2019-20 for Importer (The item should be marked/highlighted with marker pen mentioning therein the CMS Cat No for each item)
O	License from CLAA with validity & product approval Documents for manufacturer

"BID A" Part II :-

II. NON-STATUTORY/ MY DOCUMENTS Containing the following documents:

This folder will be named as 'My Document'.

Serial	Category	Sub Category	Sub Category Description
A	Certificates	Certificates	PAN Card of the Bidder Company
			GST Registration certificate
B.	COMPANY DETAILS	COMPANY DETAILS	Valid Trade Licence / Enlistment Certificate
			Registration with Register of Companies/ Certificate of Incorporation
C.	CREDENTIAL	CREDENTIAL	Drug License with Validity Document from the concerned Drug Control Authority.
			Schedule M / MIII Compliance (GMP) Certificate from concerned State Drug Control Authority with validity document.
			Good Laboratory Practice (GLP) Compliance (Schedule L <sub>1</sub> ) Certificate from the concerned State Drug Control Authority for Manufacturer with validity document.
			No Conviction certificate from the concerned State Drug Control Authority issued on or after 1 <sup>st</sup> January, 2021.
D.	FINANCIAL INFORMATION	PAYMENT CERTIFICATE 1	Income Tax Returns submitted for the Assessment year 2019-20/20-21.
			GST Returns for any one month for the year 2019-20/20-21 (If applicable, if not applicable self declaration is required)
		PAYMENT CERTIFICATE 2	P/L Account& Balance Sheet for the year 2016-17, 2017-18 & 2018-19 or 2017-18, 2018-19 & 2019-20.

### III. "BID B": FINANCIAL COVER BOQ

The folder as "Financial Bid" shall contain:

Base Rate per Accounting unit repeat per Accounting unit inclusive of Entry Tax, Customs Duty (if applicable), Transportation Charges, Insurance, Delivery Charges, Incidental Charges, Freight Charges, Testing Charges etc and exclusive



of GST to be quoted. However, L<sub>1</sub> will be determined on base price only without GST.

The bidders are not required to submit hard copies of Bid A or My documents. Submission of hard copy of Financial Bid is totally prohibited and only be submitted on- line through NIC portal.

## **9. EVALUATION OF THE TENDERS:**

During the tender evaluation process, the "BID A" will be opened first. Those Bidders who have qualified in respect of the evaluation of the essential & other requirements in "BID A" Part I, Part II & My documents will be identified & Technical data sheet will also be evaluated and their financial "BID B" will be opened who pass the evaluation.

The financial bid of those Bidder failing to meet the Technical & other requirements laid down in the tender will not be opened and be rejected. The Bidder offering the item found suitable and as per the tender specifications will only be selected and Award of Contract (AOC) will be declared.

If the approved bidder fails to supply required quantity of the vaccines which causes crisis of the vaccine counter offers shall be invited from the next bidders i.e. L<sub>2</sub>, L<sub>3</sub> and L<sub>4</sub> etc. to supply at the lowest rate, i.e. at L<sub>1</sub> rate.

## **10. APPOINTMENT OF AUTHORISED DISTRIBUTOR:**

- a. The out-of-state bidder may supply directly or may supply through their authorized distributor. If the bidder intends to supply directly, they should have Regional Sales Depot / C&F Agent in the State.
- b. Local MSME/local PSU/CPSU/local Bidders are however not allowed to engage Distributors.
- c. If Out-of-state Bidder proposes that order and payment are to be made in the name of the Distributor, such Distributor must be an authorized distributor of the Bidder with minimum annual turnover of Rs. 2 (two) crore for the year 2018-19/ 19-20/ 20-21.
- d. The Bidder shall have to submit a copy of the agreement signed between the bidder and the Distributor in Annexure IV (a), certificate of annual Turnover from CA firm in Annexure IV (b) & valid documents relating to Drug license in Annexure IV(c).
- e. If out-of-State Bidder proposes that the order & payment are to be made in favour of the Bidder & the Bidder will supply and effect distribution through

authorised C&F agent or local sales depot, the same is allowed. No annual turnover is necessary for such engagement.

- f. The matter related to Way Bill is the responsibility of the Manufacturer/Direct Importer/authorized distributor/ C&F agent and the procuring authorities will not issue any way bill.
- g. It is, however, made clear that agreement in pursuance of the accepted tenders will be executed only with the Bidder who will be responsible for the supply.

#### **11. PREFERENCE & REGULATIONS FOR MSME, W.B. & OTHERS AS UNDER NOTED:**

Preference will be given to the MSEs, W.B., P.S.U., W.B. and State Based Other Manufacturers as per West Bengal Financial Rule incorporated under Finance Department Notification No. 10500-F dated 19.11.04 read with Notification No. 6142-F(Y) dated 10/10/2017. Registration as a Small Scale Industries unit after the submission of the tender will not entitle the Bidder to get exemption from payment of Earnest Money.

#### **12. DRUGS IMPORT LICENCE:**

Certified copy of Drug Import Licence in **Form 10** with current validity certificate along with full list of endorsement with items highlighted by colouring / underlining of items quoted in the tender must be submitted. The items should be Marked / Highlighted mentioning there in the CMS CAT No. for each particular items satisfying the Tender specification.

#### **13. DRUG ENDORSEMENT COPIES:**

Self-attested Drug Endorsement List approved by the concerned Drug Control Authority with highlighting the CMS Cat. No. for each item quoted by the Bidder should be produced. For imported items, Bidder should produce Form 10 with current validity certificate along with full list of endorsement with items highlighted by colouring / underlining of items mentioning the CMS Cat. No. quoted in the tender.

Ignoring the Pharmacopeial Specification mentioned against the item(s), the bidders may quote Pharmacopeial Specification as per provision of Rule 124 of the Drugs & Cosmetics Rules, 1945.

#### **14. SALES IN THE OPEN MARKET:**

The Bidder must have sales in the open market. At least 10% of the total production of the material during the last three financial years should have been sold to any other organisation/party/persons other than the Health & FW Dept., Govt of West Bengal.

The Bidder will have to submit a declaration certified by a Chartered Accountant regarding total sales in the open market (i.e. sales other than sales in H&FW Department) during last three financial years (Annexure-III). The sales must have relevance to the product(s) quoted.

Bidders not satisfying this criterion, i.e. those who do not have at least 10% of the production sold in the open market during the preceding three financial years would be excluded.

#### **15. RATE:**

- a. Rates are to be quoted for items as per given Accounting Unit with their Catalogue as provided in Table-1.
- b. Rate should be quoted in decimal coinage stating the particular item as per Catalogue of the Tender proposed to be supplied inclusive of all incidental charges including FREE DOOR DELIVERY to the Central Medical Stores, 141, Acharya J.C. Bose Road, Kolkata – 14 or 243, Rabindra Sarani, Kolkata – 700003 and other purchasing health institutions under the Dept. of Health & Family Welfare, Govt. of West Bengal, situated anywhere in the state. Rates quoted in respect of items shall not exceed the controlled price and/ or M.R.P. (maximum retail price) fixed by DPCO, GOI wherever it is applicable.
- c. Rates shall be valid throughout the period to be covered by the contract to be executed with successful bidders along with any extensions as may be made by the competent authority from time to time.
- d. THE BASIC RATE PER ACCOUNTING UNIT REPEAT PER ACCOUNTING UNIT should be furnished inclusive of Entry Tax, Customs Duty (if applicable), Transportation Cost, Insurance, Freight, testing charges, Incidental Charges etc. but excluding GST which shall be quoted separately in the template for Bill of Quantities (BOQ).
- e. Percentage of GST to be mentioned in the appropriate Column of the template for Bill of Quantities.

## **16. ORDER & SUPPLY:**

- I. The Genesis of the tender and subsequent action solely depend on the following :
  - i. E tender,
  - ii. E procurement &
  - iii. E payment.
- II. Orders for the supply of the approved products will be placed with the successful bidders after the execution of the agreements in phases as and when required by the procuring authorities of different Health units under the department of H&FW, WB across the State up to the State General Hospitals level depending upon their annual consumption. The successful bidder will have to supply within the specified time schedule as prescribed.
- III. All supplies will have to be completed by door delivery within stipulated time period mentioned below:
  - Maximum of 60 days from the date of order in the Store Management Information System (SMIS) from the procuring units.
- IV. It would be mandatory for all successful bidders to maintain a Rolling Reserve or Buffer Stock of each of the items entrusted to tide over supply bottlenecks, if any. The Buffer Stock should represent at least 10% of the Tentative Annual Consumption of the items of the Bid Document. The Buffer Stock so maintained should be replenished from time to time with fresh stocks. Such buffer stock should be maintained during the entire period of contract, except the last quarter of the contract period.
- V. NO RELAXATION ON ANY ACCOUNT WILL BE ALLOWED FOR CONDONING DELAYED SUPPLIES. In addition to physical order, the selected Bidders would have access to the Vendors' Portal from which, the procurement order, Goods Received Notes (GRN) and Bill Status can be seen on line & downloaded. The order generated out of Vendors' portal will have the same meaning and strength that of physical order.
- VI. The supplier shall, after supply of drugs at the specified destinations, submit Invoice (Original) certificate of analysis of each batch tested in in-house testing laboratory and in NABL Accredited Drug Testing Laboratory/ Central Drug Laboratory, and other relevant documents, at the Office while claiming payment for the supply made.
- VII. The permissible time period between the date of manufacture and the date of supply of the item should not be more than 1/6 the of the whole life period of the item or items. No delivery will be accepted if the date of manufacturing and the date of expiry are not written on each and every unit supplied and the consignment is under the mandatory provision of permissible time period.

- VIII. All items supplied should retain prescribed Quality & maximum potency throughout the shelf life.
- IX. The bidder/supplier shall not have two different shelf life for the same product.
- X. The approved bidders offering the items requiring special cold storage condition should maintain 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.  
Maintenance of cold chain conditions shall apply to all drugs requiring such conditions. Non-adherence to the conditions shall result in summary 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.

**17. BAR CODING :**

The secondary & tertiary pack should contain 2D Data-Matrix Bar Code and it should not exceed size of 18 mil & 50 character having the following items in the given format below-

**Vendor Code\* CMS Cat No\* Batch Number\* Manufacturing Date\* Expiry Date**

- a. Vendor Code ( means the Code No., mentioned against the concerned Bidder in the approval Notice)
- b. CMS Cat No ( means the Item No, mentioned against the concerned item in the approval Notice)
- c. Batch Number ( means the Batch manufacturing No. of the item, having maximum of 15 character)
- d. Manufacturing Date ( to be in the YYYY format)
- e. Expiry Date ( to be in the YYYY format)

NOTE: All above 5 (five) items to be separated by \* mark without having no space in between the items

**18. LABELING:**

**Labeling of the drugs should be complied with all provisions as mentioned in Part IX of the Drug & Cosmetics Rules, 1945.** All supplies of articles in drugs section should invariably contain the following information on its label and the carton in addition to Bar coding.

One information should not be overlapped by any other information needed to be furnished.

- a. Name of the Drug
- b. Manufacturing date.
- c. Expiry Date.
- d. Name & address of Manufacturers / Importer.
- e. Manufacturing License Number / Import License No.
- f. Batch Number

The bottle label & carton should invariably marked with  
'W B. GOVT SUPPLY. NOT FOR SALE'

The above labeling should be printed in each Primary, Secondary & Tertiary Packing

All Drugs/ Chemicals quoted/ supplied by bidders 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. In few cases relating to high-end drugs, US FDA certification is sought for mentioned against the concerned drugs. This is for maintaining higher standard of efficacy & applicability for better patient care services.

In respect of IV fluid, the bottle should be manufactured and filled by the "Blow, Fill & Seal in polypropylene 500 ml bottle", "Form, Fill & Seal Polyethylene 500 ml bottle or "Close Seal process" and the bottle meet the Pharmacopoeial specification and the process of BFS/FFS/CSS must be imprinted on the label. Documentary evidence in support of the quality of the bottle should be furnished at the time of supply.

The MRP and Trade Name will not be allowed to be printed in any pack. This will lead to cancellation of candidature straightaway. For Imported items, trade name may be allowed in addition to the generic name.

Any information like Manufacturer's Name & Address is strictly prohibited to be inscribed/ printed in any part of the wall of the bottle and Cork."

#### **19.MANUFACTURING AND PACKAGING:**

a) Packing of medicine should be done as per provision laid down in Drug& Cosmetic Act, 1940, and Rules framed there under.

- i) The primary packing should strictly be made as per accounting unit prescribed.
- ii) The secondary packing should also be as per pack size prescribed. The idea of prescribing the norms of secondary packing is to issue the item to the periphery units in a sealed condition. However, the appropriate secondary packing can be determined in consultation with the selected Bidder.
- iii) Sterile items are to be transported in such packaging so that there is no damage to the primary packaging during the transportation process.
- iv) Injection in vials should have a snap off seal.

- v) No corrugated box with contents should weigh more than 15 kg
- vi) No box should contain mixed products or mixed batches of the same product.
- vii) The product label on the cartoon should be at least 15 cms x 10 cms dimension. It should carry the appropriate labelling mentioned above with quantity packed and net weight of the box.

## **20. DRUG TESTING:**

- (a) Every batch of drugs of ARV should contain test report from Govt Laboratory at Kasuali, Himachal Pradesh.
- (b) In addition, the Dy. Director of Health Services (E&S), West Bengal will be at liberty to get the drugs tested at empanelled laboratory. Such testing will be in addition to tests that may be done by any authority exercising statutory powers of drug testing.
- (c) The non-standard and defective batch, if found in the quality test will not be refunded to the bidder & will be destroyed in presence of the bidder or his authorized representative after Statutory Test. The non-standard and defective batch will also include for wrong packaging or labeling.
- (d) The cost of procurement of such non-standard drugs or defective batch(s) will not be paid or be deducted from the security deposit and/or from the pending bills of that supplier for that item or other item or from the performance bank guarantee. Before processing the bill, the Accounts section will be entrusted to look into the result of the quality test done from the end of CMS. Moreover, action under relevant Rules of the Drugs and Cosmetics Act, 1945 and rules framed there under will also be taken.

## **21. WITHDRAWAL / CANCELLATION & PURCHASE POLICY OF TENDERING AUTHORITY:**

- A) Acceptance / Rejection of bids:
  - i) The Tender Inviting Authority reserves the right to accept/reject/cancel or defer the Tender submitted for any or all items. Price, which is a relevant factor, is not the only criteria in accepting/rejecting/cancelling/deferring Tender for any or all items without assigning any reason. The other criteria to be considered will be quality, capacity to deliver the quantity required etc. Decision taken will be at the best interest of the Tender Inviting Authority, user institution, State Government and above all, in public interest.

- ii) The Tender Inviting Authority attaches prime importance to the following factors in addition to looking at the prices of the products offered.
    - i. Quality of the product supplied.
    - ii. The competency of the bidder to supply the products in the quantity and quality specified and as per the supply schedule.
  - iii) Proper packing, transport and other factors that could affect the quality and shelf life of the items would also be considered. Usually the lowest offers of bidders qualified for the Price Bid opening shall be accepted, unless one sided conditions unacceptable to the Tender Inviting Authority are made in the Price Bid.
  - iv) At any point of time, the Tender Inviting Authority reserves the right to cancel or modify the supply order for the supply of all items or for any one or more of the items in a tender even after it is awarded to the successful bidder for breach of terms and conditions of the tender document and agreement. Contraventions of the Drugs and Cosmetics Act and Rules as noticed by the TIA will also amount to breach of the terms and conditions of the Tender Document and the Contract.
- B) The tendering authority reserves the right to withdraw any item from the tender at any stage. The selection of such item, if already made in favour of any Bidder, shall be treated as cancelled.
- i) The tendering authority reserves the right to reject or accept any tender or part thereof at any stage or to split any tender without assigning any reason. Withdrawal of tender or any revision after submission of tender by the Bidder will not be allowed.
  - ii) The tendering authority reserves the right to accept or reject any tender, in part or in full, without assigning any reason.
  - iii) 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. The purchase policy of the State Government as provided in the West Bengal Financial Rules, the policy of price preference in particular incorporated under Notification No. 10500-F dated 19.11.04 should be observed in considering the tenders.
  - iv) The tendering authority reserves the right to purchase any item of the Catalogue at the approved rate from any outsider (Non- Bidder) during the tender period in case of emergency, if the bidder fails to supply such items on short notice,



- v) 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.

**22. NO- CONVICTION CERTIFICATE:**

No conviction certificate issued after 01-01-2021 from the Drug Controlling Authority of the State where the manufacturer is registered is to be submitted. He will also submit an affidavit in the prescribed Pro-forma (Annexure-VI), attached herewith from Notary Public/ Judicial Magistrate/Executive Magistrate issued on or after the date of publication of the tender notice.

**23. PENALTY CLAUSE:**

IT SHOULD BE REALISED BY ALL THE BIDDERS THAT GENERAL AND OTHER DRUGS CONSTITUTE AN IMPORTANT PART OF THE VITAL & ESSENTIAL MEDICINES REQUIRED FOR THE TREATMENT OF PATIENTS. THIS IS MORE SO IN CASE OF SERIOUS AND EMERGENCY PATIENTS. THERE CAN BE NO RELAXATION IN THE QUALITY AND TIMELY SUPPLY OF THESE ITEMS UNDER ANY CIRCUMSTANCES, AS THIS WOULD SERIOUSLY & ADVERSELY AFFECT PATIENT CARE SERVICES. BIDDERS ARE THEREFORE ADVISED TO CAREFULLY ASSESS THEIR MANUFACTURING ABILITY AND CAPABILITY FOR ENSURING TIMELY SUPPLY OF THE ASSURED QUANTITIES AS PROVIDED IN TABLE 1 BELOW, PRIOR TO PARTICIPATING IN THIS TENDER.

- 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 to be replaced to the Bidder. The batch will be destroyed in the presence of the representative of the Bidder after Statutory test. The payment of the defective batches will not be made to the supplier or if paid in the meantime, is to be deducted from the pending bills of the bidder or from performance bank guarantee.
- B) 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 Cosmetics Act,1945 and the rules framed there under 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.

- C) Debarment from participation in next tender processes of the Health & Family Welfare Department: The Tender Selection Committee reserves the right to declare a firm/ Company blacklisted for 3(three) years due to the following reasons:

If the supplier:

- i) Withdraws from agreement after achieving the "Lowest Quoted Bidder"
- ii) In case of supply of Spurious drugs, Adulterated drugs, misbranded drugs and Not of Standard Quality of drugs (as applicable) along with proceedings under the provisions Drugs and Cosmetics Act, 1940 and Rules framed there under.
- iii) For supply of non-standard item or items as per quality test within tender period as determined by the testing of the item by CMS/Tender Selection Committee in respect of particular item(s) only.
- iv) In consequence of submission of false or fabricated documents by any firm/ company for participating in the tender, if proved later on.
- v) Quoting absurdly high or low rate in the opinion of Central Medical Stores/Tender Selection Committee, with the intention to vitiate the tender process. The assessment of too low or too high will be made by a team of Health officials in the context of NPPA norms or any other norms under Govt.
- vi) Supply of items with short expiry dates for less than two years, if not otherwise permitted.
- vii) Unwilling to accept the tender conditionality in respect of selection of item or items at any stage of the tender period.
- viii) Submission of tender for the product /products for which the concerned company has been blacklisted either by the state Government/ other State / Central Government /Govt Organization.
- ix) Submission of tender during the period of blacklisting of Concern Company either by Tender Inviting Authority or by any State Government or by other State/Central Government
- x) Performance Bank Guarantee of the approved vendor may be forfeited when the approved bidder fails to supply the required quantity of the vaccine to the health units under the department of H&FW, which causes crisis of the vaccine, counter offers shall be invited from the next bidders i.e. L<sub>2</sub>, L<sub>3</sub> and L<sub>4</sub> etc. to supply at the lowest rate, i.e. at L<sub>1</sub> rate.

The H&FW Department will have the right to inspect the manufacturing unit of the bidder 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).

- D) Financial Penalties for deficiencies in services/supplies during the period of the tender and its subsequent extensions :
- i) The Bidder should supply full quantity of the any material of any order in one consignment. After supplying one consignment the order for the material will be closed in SMIS automatically.
  - ii) In respect of all consignment stipulated period will be as stated in clause no 17.
  - iii) The order generated out of SMIS will carry the same status that of signed order.
  - iv) At least 50 % of the total order quantity of any material may be supplied in one consignment. After supplying one consignment the order will be closed in SMIS automatically. The penalty provision are as follows:
    - a) If the Bidder supplies full or partial quantity of any material of any order in one consignment within stipulated period as per Clause no. 17 then there will be no penalty.
    - b) If the Bidder supplies full or partial quantity of any material of any order in one consignment after stipulated period of placing order i.e. 60 days but within the 70<sup>th</sup> day then 0.5% of the basic cost of the order value ( Rate X Quantity) will be deducted from the existing bills of the supplier.
  - v) However, if the stipulated period ends on Saturday, Sunday or Govt holidays, supply should be made on the next working day and in that case, no penalty would be chargeable.
  - vi) The provision of penalty is system-generated and cannot be waived in any case.
  - vii) However, H&FW Dept reserves the right to accept late supply/late GRN beyond 70 days in case to case basis on proper merit or ground with or without penalty charges after satisfying that the delay is beyond the control of the Bidder.
  - viii) The names of the defaulting suppliers will be put up in the Departmental website.
  - ix) Enhancement of cost of raw materials etc for 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.
  - x) 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.

## **24. APPEAL:**

Appeal against the decision of Central Medical Stores/Procuring authorities or the system generated decision to impose such a penalty will lie with Tender Selection Committee/H&FW Dept. The Special Secretary/Secretary/Principal Secretary will be the appellate authority within the Department of Health & Family Welfare, Government of West Bengal. The concerned supplier may appeal to the authority citing the proper reasons for non- imposing penalty.

**25. PENALTY FOR FORMATION OF CARTEL OR FURNISHING OF FRADULENT/ MISLEADING DOCUMENTS:**

If during the tender process or at any state during the validity of the tender period, it is found that a Bidder(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 bidders who have submitted false/ misleading/ fraudulent documents or made incorrect declarations. The penal measure shall be:

- i. Forfeiture of Earnest Money
- ii. Forfeiture of Performance Bank Guarantee if enlisted as a supplier.
- iii. Cancellation from the approved list of suppliers and debarment from further supply orders
- iv. Black listing from all Departmental tenders (called by the CMS or others) of the Bidder, the Principals of the firm(s) and the concerned distributor(s) for a period of three years.

**26. 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 Bidder will have to execute agreement in the prescribed form along with submission of requisite amount of performance Bank Guarantee with the Dy. Director of Health Services (E&S) W.B., within 15 days from the date of issue of invitation. The copy of the Agreement is annexed with the NIT document in Annexure VII. Such agreement shall be binding on the Bidder. If the Bidder withdraws from agreement after achieving the "Lowest Quoted Bidder" necessary Penal measures shall be initiated against the bidder as follows:

- i. Forfeiture of Earnest Money
- ii. Black listing from all Departmental tenders (called by the CMS or others) of the Bidder, the Principals of the firm(s) for a period of three years.

**27. VALIDITY PERIOD OF AGREEMENT:**

The contract period will be for a period up to two years from the date of awarding contract (AOC) which may be further extended up to six months with

prior approval of the Department of Health & Family Welfare, Government of West Bengal, if necessary.

## **28. PERFORMANCE BANK GUARANTEE:**

- a) The submission of Performance Bank Guarantee shall be mandatory for all approved bidder and will not be waived in any case.
- b) The successful bidders shall be required to furnish the Performance Bank @ 2% of quoted base rate of the product multiplied by the tentative requirement for 2(Two) years per item for which the Bidder has been selected as supplier subject to a minimum of Rs 30,000 and maximum Rs 20 (twenty) lakhs per item. Validity of Performance Bank Guarantee should be up to 31st December 2023.
- c) The Performance Guarantee from any Nationalized/ Scheduled Bank in India acceptable to the Government of West Bengal should be submitted to the office of the Dy. Director of Health Services (E&S), West Bengal, within 15 (fifteen) days from the date of acceptance of tender. The format of the performance bank guarantee is annexed herein in Annexure VIII
- d) The following Account bearing No. 000605030134 opened at ICICI Bank, 22, RN Mukherjee Road Branch, Kolkata should be treated as the Pooling Account of the Performance Bank Guarantee with the following Account details :
  - a. Name WB Govt Pooling A/C For Performance Guarantee Account No  
000605030134
  - b. IFSC Code ICIC0000006
  - c. MICR Code 70229002
  - d. Branch Address ICICI Bank, 22, R.N.Mukherjee Road,Kolkata-700001
- e) If Agreement has not been executed along with submission of performance bank Guarantee within 15 days from the date of acceptance of tender, the candidature may be cancelled and the next Bidder may be accepted.
- f) The Performance Bank Guarantee of Bidder will be liable to forfeiture as enumerated in Clauses 23 above.

## **29. INSPECTION:**

The competent authority may visit any factory at any day at any reasonable time in a regular basis for inspection. In case of bidder bag L<sub>1</sub> status for more than 3 items, physical inspection may follow to adjudge its production capability and assured supply and take decision accordingly for L<sub>1</sub> status.

### 30. PAYMENT TERMS:

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

- i. Submission of Performance Bank Guarantee in terms of Clause 28 and subject to penalty clause in terms of Clauses 23 to 25.
- ii. Supply of the materials as per specification as provided in the tender documents and the catalogue.
- iii. Supply of the materials within the supplied period as specified in the work orders.
- iv. The status of orders, Goods received note and payments will be available on-line for the vendors in the Vendors' portal in the Departmental website [www.wbhealth.gov.in](http://www.wbhealth.gov.in) : Vendors Portal.
- v. On being selected, the successful Bidders will have to upload the information stating the name of the payee/ recipient, Bank account no with MICR No, IFSC Code of the payee/recipient to Vendors' Portal for making e payment. The bank mandate is also to be submitted to the procuring authority in the first bill.


### 31. Dates & Information:

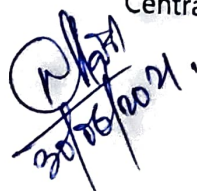
Sn	Items	Publishing date(s)
1.	Date of uploading of N.I.T. Documents in the e tender portal of NIC : <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a>	30-06-2021
2.	Date of hoisting of documents in the tender menu of H&FW Departmental website ( <a href="http://www.wbhealth.gov.in">www.wbhealth.gov.in</a> )	30-06-2021
3.	Documents download (online)	30-06-2021
4.	Proposal regarding any amendment/correction of T&C or Items (if any) may be submitted to email : <a href="mailto:cmswbhealth@gmail.com">cmswbhealth@gmail.com</a> .	05-07-2021
5.	Bid Submission Start Date(on line)	09-07-2021 from 06:00PM
6.	Bid Submission Closing Date (Online) :	26-07-2021 upto 12:00 Noon
7.	Bid Opening Date (Online)- Technical BID :	26-07-2021 from 12:30 PM
8.	Date of uploading of item wise bid summary notice (online)	
9.	Date of opening of financial Bid	
10.	Date of uploading of list of bidders along with the approved Rate	

**\*\* Please upload the BOQ, as downloaded on and from 09-07-2021 from 06:00PM.**

**32. DDHS (E&S) RESERVES THE RIGHT TO CHANGE THE ABOVE SCHEDULE IN CASE OF ANY EXIGENCIES AFTER PUTTING UP A NOTICE IN THE DEPARTMENTAL WEBSITE AND CMS NOTICE BOARD.**

33. Opening the financial bid as per schedule will BE NOTIFIED LATER ON.
34. Financial bid can be seen & accessed by the bidder through the NIC Portal on line after opening of financial bid on line. No objections in this respect will be entertained raised by any Bidder. No informal tender will be entertained in the Bid further.
35. During the scrutiny, if it comes to the notice to tender inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not allowed to participate in the tender and that application shall be rejected outright without any prejudice.
36. 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.
37. All legal jurisdiction of any unsettled dispute will be subject to the High Court of Kolkata jurisdiction.
38. A HELP DESK is set up in the office of the Deputy Director of Health Services (E&S), Central Medical stores, 141, A J C Bose Road, Kolkata – 700 014 to help and guide the prospective bidders about their registration, holding of Digital Signature Card and allied matter. Prospective bidders may contact personally or over phone vide phone no (033) 2265-4417, 4418, or mail their queries to [cmswbhealth@gmail.com](mailto:cmswbhealth@gmail.com).
39. The Tender Selection Committee reserves to right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

  
Deputy Director of Health Services (E&S)  
Central Medical Stores, West Bengal  
141, A J C Bose Road,  
Kolkata 700 014



FORMAT FOR CHECK LIST IN RESPECT OF  
 "E TENDER FOR PROCUREMENT OF RABIES VACCINES"  
 FOR TWO YEARS FROM THE DATE OF AWARDING CONTRACT

NIT No. .... Date .....

Name of the Bidder: - \_\_\_\_\_

Full Address of the Bidder: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E-Mail \_\_\_\_\_ Contact person relating to Bidder & Mob.  
 No. :- \_\_\_\_\_

Tendering as: Manufacturer / Direct Importer (PI strike out which is not applicable)

Status of Manufacture: MSMEs Registered in West Bengal / State based PSU/ State based Others/Others Outside WB (PI strike out which is not applicable)

Average Annual Turn Over Net of Taxes for last 3(three) financial years i.e. for the years 2013-14, 2014-15 & 2015-16 or 2014-15, 2015-16 & 2016-17 of the Bidder : : Rs.....

Name of the proposed Distributor, if any :  
 with Address & Contact No.  
 (For Out-of-state Bidder only)

Sl. No.	Particulars	PI mark $\surd$		Folder name & Page no
		Yes	No	
1.	Application submitted in Annexure I	Yes	No	
2.	Bidder's Information Sheet in Annexure I(a)	Yes	No	
3	Authorization letter of signatory from the Company for DSC in Annexure II	Yes	No	
4.	Annexure III ( Certification from Chartered Firm about the % of sale in the open market & Annual Turnover Net of Taxes of the bidder)	Yes	No	



Sl. No.	Particulars	PI mark √		Folder name & Page no
		Yes	No	
5.	Copy of agreement between the Manufacturer and the Distributor as prescribed, if distributor is proposed to be engaged in Annexure IV(a)	Yes	No	
6.	Certificate from CA Firm about the annual Turn Over of the Distributor of the year 2018-19/ 19-20/ 20-21 in Annexure IV(b)	Yes	No	
7.	Particular of the Distributor in Annexure IV(c)	Yes	No	
8.	Affidavit for No Conviction from Notary Public/Judicial Magistrate/Executive Magistrate, as per Annexure VI	Yes	No	
9.	Copy of PAN Card of the Bidder Company	Yes	No	
10.	GST Registration Certificate	Yes	No	
11.	Certificate of registration/ EM II in respect of domestic MSME within the State of West Bengal	Yes	No	
12.	Trade Licence/ Enlistment Certificate	Yes	No	
13.	Registration with Registrar of Companies	Yes	No	
14.	Drug Licence and its validity document	Yes	No	
15.	Current GMP certification with Schedule M & MIII compliance certificate	Yes	NO	
15.	Up-to-date Drug endorsement copy / Import License (F-10) for each item quoted (marked with CMS Cat. No.)	Yes	No	
16.	Current GLP certificate	Yes	No	
17.	CLAA Licence with validity	Yes	No	
18.	Certificate of Market Standing / Marketing Certificate of the products from the State Drug Control authority for at least Two years out of last five Fin. Years i.e. with effect from 2015-16	Yes	No	

Sl. No.	Particulars	PI mark √		Folder name & Page no
		Yes	No	
	to 2019-20			
19.	Current No-conviction certificate from the Director, Drug Control of the concerned State.	Yes	No	
20.	Income Tax Return for the Assessment Year 2019-20/20-21	Yes	No	
21.	GST Returns ( <b>any one month</b> ) for the year 2019-20/20-21 (If applicable, if not applicable self declaration is required)	Yes	No	
22.	Export-Import License with validity and IEC Code(for Direct Importers)	Yes	Not applicable	
23.	P/L Account& Balance Sheet for the year 2016-17, 2017-18 & 2018-19 or 2017-18, 2018-19 & 2019-20.	Yes	No	

Annexure I

APPLICATION FORMAT

(To be furnished in the Company's official letter pad with full address and contact no, E mail address etc)

To  
The Deputy Director of Health Services (E&S),  
Central Medical Stores,  
141, Acharya Jagadish Chandra Bose Road,  
Kolkata – 700 014

Sub: E TENDER FOR PROCUREMENT OF RABIES VACCINES for the year 2021-23

Ref: - DDHS (E&S) N.I.T. No .....dated .....

Sir,

Having examined the pre-qualification & other documents published in the N.I.T, I /we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me / us on behalf of .....  
.....  
in the capacity.....duly authorized to submit the offer as a manufacturer/direct importer/ both as manufacturer and direct importer ( Strike out which are not applicable). The authorization letter from the Company is attached in Annexure II.
2. We accept the terms and conditions as laid down in the tender document and declare that we shall abide by it for throughout the tender period including its extensions, if any.
3. We are offering rate for the item /items in the BOQ with manufacturing/importing capacity and assured supply as per requirement of the NIT to the Health & Family Welfare Department, Government of West Bengal.
4. We declare that we have achieved / have not achieved (strike out whichever is not applicable) minimum 10% of sale of the production in the open market other than sale in the Health & Family Welfare Dept, Government of West Bengal. The certification from Chartered Firm is attached as per Annexure III.
5. We declare that we have not been convicted under any provision of Drug and Cosmetics Act, 1945 and any other law in force from any competent authority or by any Court of law.
- 6.

- a. We propose that the order and bill should be raised in our name. For this, We have appointed M/S ..... having its office at ....., Mobile No ..... e-mail address ..... (address, contact no and e mail address) as C&F agent / C&S (strike out whichever is not applicable) as per clause 10 of the NIT ( This clause is applicable for out of state manufacturers) OR
- b. We declare that we have no Sales depot or C&F in West Bengal. We propose that order and bill should be raised in favour of our authorized distributor. For that purpose, we have appointed M/S ..... having its office at..... Mobile no ..... E mail address ..... (address with contact no and e mail address) as authorized Distributor who will receive order and payment in his name on our behalf.
- c. The agreement between ourselves and the distributor & other documents as prescribed is attached in annexure IV(a), IV(b) & IV(c) (This clause is applicable for out of state manufacturers).
7. We are the existing Bidders in the CMS / we are not the existing Bidder in the CMS (PI strike out whichever is not applicable).
8. In the event of being selected, I will make the supply within the stipulated period excepting the condition which is beyond our control.
9. We understand that:
- (a) Tender Selection Committee/ H&FW Dept can amend the scope & value of the contract bid under this project.
- (b) Tender Selection Committee/ H&FW Dept reserves the right to reject any application without assigning any reason.

Date :-

*Signature of applicant including title*  
and capacity in which application is made.  
(seal)

Contact no :

Mobile :

E mail address :

Annexure 1(a)  
PARTICULARS OF BIDDER

1	Name of the Bidder Company	:	
2	Tendering as :	:	Manufacturer/ Direct Importer (P strike out whichever is not applicable)
3	Name of the authorized person to submit the Bid (Who holds DSC)	:	
4	Telephone No of authorized person	:	
5	Mobile no of the authorized person	:	
6	Fax No of Bidder	:	
7	E mail ID of Bidder	:	
8	Type of Legal Entity	:	
9	Year of Incorporation/registration	:	
10	Registered Address	:	
11	Correspondence Address of Head Office	:	
12	Telephone No of Head office	:	
13	Fax No of Head office	:	
14	E mail ID of Head office	:	
15	Correspondence Address of local office, if any :	:	
16	Telephone No of local office	:	
17	Fax No of local office	:	
18	E mail ID of local office	:	
19	Name of The authorized Distributor, if any :	:	
20	Telephone No of authorized Distributor, if any	:	
21	Fax No of authorized Distributor,	:	
22	E mail ID of authorized Distributor,	:	

Signature of the authorized person

Annexure II

Authorization letter in favour of the applicant from the competent authority - (if the applicant is not the Sole Proprietor / Authority)

FORMAT

( To be furnished in the Company's official letter pad with full address and contact no, E mail address etc)

(TO WHOM IT MAY CONCERN)

This is to certify that Mr. ....(Name),  
employee of this Organisation as ..... (Official Designation) is  
hereby authorised to submit tender online , Vide NIT No.....,  
Dated..... on behalf of the Organisation. Sri ..... holds  
the DSC from NIC to submit the bid on-line

Signature of the competent authority

Name in Block Letters.....

Designation.....

Seal

.....

(Signature of the Authorised Person)

Signature of Mr.....

.....(Designation), is hereby attested.

Signature of the competent authority

Name in Block Letters.....

Designation.....

Seal

Annexure III

(Certificate from Chartered Firm in the official pad)

- Having been examined the audited Balance Sheet & P/L accounts and other records of M/S .....having its office at ..... it is certified that M/S ..... have achieved minimum 10% sale of the production / importing of each of the following product(s) in the open market other than Health & Family Welfare Dept, Government of West Bengal for the year 2016-17, 2017-18 & 2018-19 or 2017-18, 2018-19 & 2019-20.
- Name of the product(s)

Sl. No.	Name of the product	CMS Cat No.

- It is certified that Annual Turnover Net of Taxes of the firm for the Financial years 2016-17, 2017-18 & 2018-19 are Rs.....Cr., Rs.....Cr. & Rs.....Cr. respectively (as per P/L accounts & Balance Sheet of the firm submitted) or for the Financial years 2017-18, 2018-19 & 2019-20 are Rs.....Cr., Rs.....Cr. & Rs.....Cr. respectively (as per P/L accounts & Balance Sheet of the firm submitted)

**Signature of the Chartered Firm with Registration No & UDIN**

Countersigned

Signature of the authorised signatory (bidder)

#### **Annexure IV(a)**

All out of the state manufacturers/ bidders may have a distributor in this State. In case of proposing appointment of distributor, copy of agreement signed between the bidder and the authorized Distributor as proof be submitted here.



Annexure IV(b)

**(Certificate from Chartered Firm in the official pad of CA firm for distributor)**

This is to certify that having been examined the audited Balance Sheet & P/L accounts and other records of M/S .....having its office at .....

It is also certified that Annual Turnover of the firm for the financial year 2018-19/19-20/20-21 is Rs.....Cr. (as per P & L & Balance Sheet of the firm.)

Signature of the Chartered Accountant with Registration No, UDIN and Official seal.

Countersigned

Signature of the signatory (distributor)

Annexure IV(c)  
Particulars of Distributor

1	Name of the Distributor	:	
2	Address of the Distributor for communication	:	
3	Telephone No	:	
4	Mobile no	:	
5	Fax No	:	
6	E mail ID	:	
7	Drug License No.	:	
8	Drug License valid upto	:	
9	Trade License valid upto	:	
10	PAN No.	:	
11	Whether IT Return submitted for the Assessment year 2019-20/20-21	:	
12	GST Registration No.	:	
13	GST Returns ( <b>any one month</b> ) for the year 2019-20/20-21 (If applicable, if not applicable self declaration is required)	:	Yes / No
14	Annual Turnover for the year : (As certified by CA firm)	:	- Rs..... for the period of.....
15	No Conviction certificate from the concerned State Drug Control Authority issued on or after 1 <sup>st</sup> January, 2021.	:	Yes / No
16	Whether agreement executed with the parent Vendor.	:	Yes / No

Signature of the authorised signatory (bidder)

ANNEXURE VI

Affidavit Proforma

(On Non Judicial Paper worth Rs 50.00)

(Sworn before the Notary Public / Judicial Magistrate/Executive Magistrate on or after  
the date of publication of the Tender Notice)

I, Sri/Smt. ....

The Managing Director/Proprietor (etc.) of the Firm.  
..... (Name of the firm)

At (address).....

P.O... ..

P.S.....Dist.....

do hereby solemnly affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified to supply of Drugs etc. to any Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States.
2. That no case is pending against me or against my firm in any criminal court of law to supply of Drugs & Chemicals, Lab. Chemicals, Reagents to the Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States .
3. That my firm is not debarred/blacklisted as a whole or, for any item/items ( quoted in this tender) at present by any Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States of India.
4. That, I also undertake that I will inform the matter of debarment or blacklisting of any item for any item/items (quoted in this tender), if any by any Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States of India during the pendency of the tender period to the DDHS(E&S), Central Medical Stores, Kolkata.
5. That, I also declare that the rate offered of the item(s) quoted is in conformity with the DPCO, GOI norms wherever applicable relating to MRP. I also declare that the quoted rate of the item(s) is less than rate available in the market.

6. That, I also declare that if any information subsequently found incorrect or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country.
7. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine & correct.

Signature of the Deponent(s).

Name in Block letters :

Designation :

Annexure VII

INDIAN NON JUDICIAL STAMP PAPER OF RS. 100

Prescribed format for Agreement

AGREEMENT FORM FOR DRUG VENDOR

ARTICLES of Agreement made on this \_\_\_day of .....(Month),..... between the Governor of the State 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 ON ONE PART,

AND

M/S ....., having its office at ....., Carrying on business at....., as Manufacturer

(Hereinafter referred to as the 'VENDOR' 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) on the OTHER PART.

- 2. WHEREAS, the Dy. Director of Health Services (E&S), having expressed intention of preparing rate schedule for procurement of Items for two years from the date of declaration of Award of Contract (AOC) and its extension upto 6 (Six) months (if any) by the health facilities across the State upto the level of State General Hospital in respect of Re e tender vide NIT No. .... Dated ..... read with corrigendum notice thereto in the NIC portal vide no https://wbtenders.gov.in on specified terms and conditions and the Vendor has been selected as approved vendor and 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.
3. 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), the heads of the direct demanding units or the Department of Health & Family Welfare, Government of West Bengal upto the level of State General Hospital, unless otherwise specified.

4. The Vendor agrees to, according to and in compliance with the orders as may be placed by the Deputy Director of Health Services (E&S), West Bengal /Medical College & Hospitals/ District Reserved Stores/Speciality Hospital/ District Hospitals/Sub Divisional Hospital /State General Hospitals or other purchasing units supply full quantity to the said officer at the rates and within the time limit fixed prescribed in the said order by own arrangements 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.
5. The Vendor agrees that the accepted rates as provided in the accompanying schedule shall hold good throughout the tender period upto 2 years from the date of declaration of AOC as well as for such period for which the tender may be extended unless otherwise revised by Govt. of West Bengal.
6. The Vendor agrees not to assign, transfer or sublet the rights and benefits under this contract either in part or in whole to any other party.
7. The Vendor agrees not to make any representation for deviation from their quoted rates and /or terms and conditions which may cause any delay in supply and will invoke the Penal provisions of this agreement except in conditions of Force Majure wherein in conditions like strikes, war like situation, severe natural calamities, major fires, acts of God the Vendor is unable to carry out his commitment of meeting the terms of this contract.
8. All supplies will have to be completed by door delivery within the time limit as specified in the Tender from the date of order in the SMIS System from the procuring units. NO RELAXATION ON ANY ACCOUNT WILL BE ALLOWED FOR CONDONING DELAYED SUPPLIES.
9. The selected vendors would have access to the Vendor Portal from which, the procurement order, Goods Received Notes (GRN) and Bill Status can be seen on line & downloaded. The procurement order generated out of Vendor portal will have the same meaning and strength that of physical order
10. The vendor agrees to comply with BAR coding in the secondary and Tertiary packing, Labelling, packaging norm as laid down in the instant tender.
11. The vendor hereby declares that no case is pending against him and against the company. The vendor also agrees to inform the Central Medical Stores about the

change in scenario relating to no conviction and non debarment or non blacklisting during the tender period.

12. The vendor agrees that all legal jurisdiction of any unsettled dispute will be subject to the High Court of Kolkata jurisdiction.

13. This contract is valid for two years from the date of declaration of Award (AOC) and its extension thereto.

14. The vendor agrees to comply with other terms and conditions laid down in the NIT document during the tender period and is aware of the provision of timely supply, penalty for late delivery and provision of penalty to be imposed for violating other terms and conditions laid down in the tender document.

APPROVED ITEMS WITH RATE, PERFORMANCE BANK GUARANTEE & GST

S n	Ca t No	Nam e of the item	Accountin g Unit	Annual Tentative requirement as per Accounting unit	Rate per accountin g unit	Bank Guarantee Amountper item(2% of quoted base rate of the product X the annual tentative requirement X 2)	No. of Perfor mance Bank guarant ee	Name of the Bank, Name of the Branch, and IFSC code	% of GST
1									
2									

IN WITNESS WHEREOF 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

by presence of.

- 1.
- 2.

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

by presence of.

- 1

Annexure VIII

Prescribed format for Performance Bank Guarantee by the Bank

INDIAN NON JUDICIAL STAMP PAPER OF RS. 100

Bank Guarantee No:

Date:

Expiry Date:

Amount of Bank Guarantee: Rs..... (Rupees.....) only.

To The Dy Director Health Services (E&S), West Bengal,  
Central Medical Stores  
141, A.J.C Bose road, Kolkata-14.

Whereas.....(name of the firm)..... hereinafter all the supplier as undertaken in pursuance of NIT No ....., dated ..... to supply of the approved items hereinafter called the 'contract'.

And whereas we have agreed to give the supplier a Guarantee.

Therefore, we have affirm that we are the guarantors and responsible to you , on behalf of the supplier up to a total of Rs. ....(Rupees ..... ) only and we undertake to pay you upon your first written demand declaring that supplier to be in default under the contract and without cavil or arguments, any sums within the limit of Rs. ....( Rupees.....) only as aforesaid, without your needing to prove or to show grounds of reasons for demand or the sum specified therein.

Beneficiary Account Details :

- a. Account Name : WB Pooling Account for Performance Bank Guarantee
- b. Account No 000605030134
- c. IFSC Code ICIC0000006
- d. MICR Code 70229002
- e. Branch Address ICICI Bank, 22, R. N. Mukherjee Road,Kolkata-700001

The guarantee is valid upto 31st December 2023.

Bank Guarantee No. \_\_\_\_\_ date.

Notwithstanding anything contained therein before,

1. Our liability under the Bank Guarantee shall not exceed Rs. ....(Rupees ..... ) only
2. This Bank Guarantee shall be valid upto.....
3. Our liability to make payment shall arise and we are liable to pay the guarantee amount or any part thereof under this guarantee only and if you serve upon us a written claim or demand in terms of the guarantee on or before .....( expiry date).

We, .....( name of the Bank with code No. ) lastly undertake not to revoke this guarantee during its currency except with the previous consent of the government, in writing. Dated...

For Bank Authority:-

1. Signature :
2. Name :
3. Designation with seal :
4. CBPA NO :
5. Guarantee Bond No. :

Signature of the Branch Manager with Bank's seal



## IMPORTANT INFORMATION ABOUT ONLINE TENDERING

### 1<sup>st</sup> Step.:                    SEARCHING THE TENDER

- After Login on wbtenders.gov.in with DSC ,click on Search Active Tenders
  - In keyword write CMS or Tender memo. no. as reference no. on NIC website.

### 2<sup>nd</sup> Step.:                    DOWNLOADING THE TENDER DOCUMENTS

- After searching the particular tender you will find NIT & BOQ , click on those to download and save the documents.
  - While downloading the BOQ please do not change the name of the BOQ and quote as per the exact Accounting Unit, as mentioned in the Items list under Table-I.

### 3<sup>rd</sup> Step:                    REGARDING 'MY DOCUMENTS'

- First upload all the My Documents before starting the Bid Submission process.
  - While starting the Bid submission process an option will arise "Whether EMD Exempted or Not"; after that you will find an option "Do you want to submit other Important documents".
  - Here click on YES to submit the 'MY DOCUMENTS' and then tick mark the check boxes to tag those documents in that particular tender.
    - Then you have to tick the items you want to submit Bid.
    - This process will be carried out in each and every GROUP that you are participating.

### 4<sup>th</sup> Step:                    REGARDING 'BOQ'

- While first opening the BOQ there is an option at top of the rows as "Security warning Macros have been disabled" Click on options
  - Select "Enable the content" then OK.  
This will provide you the Total in Words

### 5<sup>th</sup> Step:    Submission Of EMD through Bid Submission Process

After selecting the option as "Whether EMD Exempted or Not", the screen would display two options. Either you can proceed for "Pay Online" option on the left-hand side or "Submit OID" option on the right-hand side. After submitting the OID, Click "Encrypt & Upload" which will lead you towards submission of Technical and Financial Bids.