

OFFICE OF THE DIRECTOR-CUM-MEDICAL SUPERINTENDENT,  
MENTAL HEALTH INSTITUTE, S.C.B. MEDICAL COLLEGE HOSPITAL, CUTTACK.  
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**TENDER BOOK**

Date of Sale of Tender Documents	-	<b>19/ 11/2018 at 11.00 AM</b>
Last Date of receipt of the Tender Document	-	<b>03/12 /2018 up to 5.00 P.M.</b>
Date of Opening of Technical BID Document	-	<b>04/12 /2018 at 11.30 A.M.</b>
Date & Time of Opening of the Commercial BID Document	-	<b>SHALL BE INTIMATED SEPARATELY.</b>

Place of Receipt of Tender Documents/  
Address for communication and place  
of opening of Bids.

Office of the Director-cum-Medical Superintendent,  
Mental Health Institute, S.C.B. Medical College &  
Hospital, Cuttack.

**General Terms & Conditions of Contract for Supply of Medicines to Mental Health Institute, SCB  
Medical College Hospital, Cuttack, Odisha.**

TERMS AND CONDITIONS

1. Tenderers shall be manufacturers having valid manufacturing license and GMP as per revised schedule M/WHO GMP or direct importer having valid import license.
2. In case of non-availability of the above said Manufacturer/Importer, the authorized distributors / Stockiest / Dealer having valid drug license can participate in the tender process.
3. Tenderer which has been blacklisted either by the tender inviting authority or by any State Govt. or Central Govt. organization should not participate in the tender during the period of blacklisting.
4. The tenderer must be enclosed the copy of the money receipt in support of purchase of tender papers or a bank draft amounting to Rs.1,000/- in favour of the “The Director-cum-Medical Superintendent, Mental Health Institute, SCB Medical College Hospital, Cuttack”, when the tender form will be downloaded from the website at the time of submission of tender paper. The tender paper should be reached in the office of the undersigned through Speed Post/Regd. Post only.
5. The Bids shall be opened in presence of the tenderers or their authorized representatives. The representative to be present at the time of opening of tender should produce an authorization letter from the bidders. There is no bar for opening the tender by the competent authority even if the Bidder or his representative is not present.
6. The tender should be in “Two BID type”. All documents and information of the tenderer should be sealed in an envelope superscribed as “TECHNICAL BID” and the price of each items should be furnished in another sealed cover superscribed as “PRICE BID”. Both the envelopes should be sealed in another envelope superscribed as “TENDER FOR SUPPLY OF MEDICINES TO MENTAL HEALTH INSTITUTE, CUTTACK”.
7. The following documents duly signed by the Bidder should be furnished in the envelope superscribed as “TECHNICAL BID”
  - a. Original money receipt or Bank Draft amounting to Rs.1,000/- towards cost of tender paper.
  - b. Bank Draft regarding E.M.D.
  - c. Attested Xerox copy of the valid up to date GSTIN certificate.
  - d. Attested Xerox copy of Income Tax return for the last year.
  - e. Attested Xerox copy of the PAN card.

- f. Attested Xerox copy of valid Drug License.
  - g. Detailed name, address, Tele. No., Fax, E-mail of the Firm and of the Director/Managing Partner/Proprietor of the Firm.
  - h. Detailed information of Authorized Distributor/tenderer in Annexure – I for online payment.
  - i. Information regarding supply of items to the Govt. Institutions/Public sector undertaking within last three years.
  - j. Photocopy of valid up to date manufacturing license with drug endorsement of the item quoted/copy of import license if items quoted are imported/copy of up-to-date valid drug license.
  - k. Power of Attorney/authorization letter in respect of the Authorized distributor.
  - l. The Manufacturing unit participating in this tender must have valid up-to-date “Good Manufacturing Practice” certificate as per revised schedule M/WHO GMP certificate from the licensing authority of the State where the manufacturing unit exist/Govt. of India.
  - m. An affidavit in the format (as per Annexure-II) for printing of Logo/labeling and abiding by the tender rules and conditions.
  - n. Checklist with detail of the documents enclosed in sealed cover with page number. The documents should be serially arranged and securely tied and bound.
  - o. Other relevant documents if any desired to be submitted by the bidder.
- 8. The following documents duly signed by the Bidder should be furnished in the envelope superscribed as “PRICE BID”.**
- a. The price of each item should be quoted in Indian Currency.
  - b. The quoted rate should be exclusive of GST. The rate should be quoted for each Tab/Amp (Both in figures and words) with dated Signature & Seal. But supply will be made in unit pack.
  - c. **Item wise tax structure should be indicated separately.**
  - d. Certificate to the effect that price quoted by him/them is not more than the open market price.
- 9. EARNEST MONEY DEPOSIT**
- a. The E.M.D. of Rs.20,000/- must be deposited in shape of Bank Draft in favour of “The Director-cum-Medical Superintendent, Mental Health Institute, Cuttack” from any Nationalized Bank payable at Cuttack.
  - b. E.M.D. will be forfeited, if the bidder withdraws his participation after the opening of tender.
  - c. E.M.D. of unsuccessful bidder will be returned back after the closing of this tender process.
  - d. E.M.D. of successful bidder will be returned back only after receipt of Performance Security.

10. PERFORMANCE SECURITY (SECURITY DEPOSIT)

- a. The Successful bidder shall be required to deposit an amount equal to 10% of the value of ordered items in shape of Bank Guarantee in favour of “The Director-cum-Medical Superintendent, Mental Health Institute, Cuttack” from any Nationalized Bank within 21 days from the date of issue of purchase order. Failure to deposit the security money, no payment will be released to the Firm/Supplier/bidder.
- b. The performance security should be in form of a conditional Bank Guarantee valid for 12 months from the date of issue of purchase order.
- c. The performance security (Bank Guarantee) will be returned back to the bidder after expiry of validity period of the Tender.

11. TENDER CONDITION

- a. Tenders should be type written/computerized and every correction/over writing in the tender should invariably be attested with signature of the bidder with date before submission of tenders to the authority concerned, falling which the tender will be ineligible for further consideration. No revision of price upward and down ward will be allowed once the tender is opened. No interest is payable on E.M.D./Bid security.
- b. If any discrepancies are found in Price List, the rate written in words will be taken into consideration.
- c. To ensure sustained supply without any interruption, the Director-cum-Medical Superintendent reserves the right to split orders for supplying the requirements among more than one bidder provided that the rates and other conditions of supply are equal and with sufficient grounds. In case of non supply of any items by any approved lowest quoted firm, the Director-cum-Medical Superintendent can offer any of L-2/L-3/L-4/L-5 firm to supply at their approved rate and procure the same.
- d. The rates quoted and accepted will be binding of the bidder for a period of one year from the date of approval of the quoted price and on no account any increase in the price will be entertained till the completion of this tender period.
- e. In the event of the date being declared as a closed holiday for Govt. of Odisha, the due date of submission of tender and opening of tender will be following working day at the appointed place & time.
- f. No tender shall be allowed at any time on any ground whatsoever to claim revision of or modification in rates quoted by him. Clerical error, typographical error etc. committed by the bidder in the tender forms will not be considered after opening of the tenders. Conditions such as “SUBJECT TO AVAILABILITY, SUPPLY WILL BE MADE AS AND WHEN SUPPLIES ARE RECEIVED” etc. will not be considered under any circumstances and the tenderer of those who have given such conditions shall be treated as incomplete and for that reason, shall be summarily rejected.

- g. All the documents submitted must be in English /Hindi/Oriya otherwise its attested English version must be attached in the tender documents.
- h. No new documents will be accepted from the tendered after opening of tender. Only clarifications can be asked from the firm if required.
- i. The Director-cum-Medical Superintendent reserves the right to accept in full or part or reject any or all the tenders without assigning any reason thereof.
- j. The tax will be charged as per guidelines given by the Finance Department from time to time.
- k. In the event of any litigation arising out of the tender, such matters would be subject to the jurisdiction of High Court, Odisha.
- l. In case of suspicion of any attested photo copy of the supplied documents, the purchase committee of Mental Health Institute reserves all the rights to call for the documents in Original failing which the validity of the documents stand cancelled.
- m. No interest is payable on E.M.D./Bid security.

## 12. SUPPLY CONDITION

- a. The bidder should deliver the medicines to the M.H.I Store (Door delivery).The insurance, storage and transport charges/Courier charges if any will be borne by the supplier. The short supply/damage if any at the time of delivery of consignment shall be replaced by the supplier within 7 days of the first supply of indented items.
- b. The Director-cum-Medical Superintendent can place the purchase order for any item in a phased manner to be supplied within a stipulated time limit depending on the requirements.
- c. The supply should be started immediately and should be completed within 45 days from the date of issue of Purchase Order.
- d. Each installment and batch of supply of medicines must be accompanied with a Test Certificate. The full name & qualification must be mentioned with the signature of the certify Chemist/Analyst.
- e. The expiry date of the medicines should not be less than 2 years from the date of supply.
- f. No item of medicines should bear the price of the item in its Strip/Carton/Package/Vial/Amp.

## 13. PACKAGING

- a. All the packaging should be primary (New).The supplier shall provide such packing of the goods to prevent their damage and deterioration during transit to the M.H.I. Store.

- b. The packaging cartons must bear the name of the items (Generic names), strength, total quantity, total weight, name of the manufacturer, month of manufacturing and month of expiry.

#### 14 LOGOGRAMS AND LABELING

Tender for the supply of medicines shall be considered only, if the tenderer gives an undertaking in his tender (As per Annexure-II) that he will print “ODISHA GOVT. SUPPLY, NOT FOR SALE” in contrast ink on each unit Strip/Box/Carton/Vial/Amp/Package. Affixing of stickers and rubber stamps shall not be accepted. Failure to supply medicines with the printing as specified above will be treated as breach of the terms of agreement and render the tenderer liable to forfeiture of the E.M.D. and security deposit by the authority.

#### 15. QUALITY TESTING

The approved supplier will ensure the quality of the supplied items strictly and in the event of any suspicion arising thereof, the authority can go for the scrutinizing procedure and the official expenses due to this will be borne by the said supplier.

#### 16. TERMS OF PAYMENT

- a. No advance payment towards cost of medicines will be made to the supplier. The supplier has to deposit 3 copies of the bills or invoices at M.H.I. Store for stock entry.
- b. 100% (Full payment) of the value of the medicines supplied shall be made on receipt of stock entry certificate on the body of the bill/invoice from the M.H.I. Store. Such payment shall be made within two months from the date of delivery of the goods.

#### **NAME OF THE MEDICINES**

- |   |                                  |
|---|----------------------------------|
| 1. Tab. Alprazolam-0.5mg                                | 13. Tab. Clobazam - 5mg          |
| 2. Tab. Amisulpiride 100mg                              | 14. Tab. Clonazepam-0.5mg        |
| 3. Tab. Amisulpiride 200mg                              | 15. Tab. Clonazepam-1mg          |
| 4. Tab. Amitriptyline 25mg                              | 16. Tab. Clonazepam-2mg          |
| 5. Tab. Amitriptyline 25mg +<br>Chlordiazepoxide 10mg   | 17. Tab. Clomipramine - 25mg     |
| 6. Tab. Baclofen -20mg                                  | 18. Tab. Clozapine-100mg         |
| 7. Tab. Buprenorphine - 2mg                             | 19. Tab. Desvenlafaxine-50mg     |
| 8. Tab. Carbamazepine CR-200                            | 20. Tab. Disulfiram-25mg         |
| 9. Tab. Carbamazepine CR-300                            | 21. Tab. Divalproex Sodium-250mg |
| 10. Tab. Carbamazepine CR-400                           | 22. Tab. Divalproex Sodium-500mg |
| 11. Tab. Chlordiazepoxide 25mg                          | 23. Tab. Donepezil-5mg           |
| 12. Tab. Chlorpromazine-100mg +<br>Thrihexyphenidyl-2mg | 24. Tab. Donepezil - 10mg        |
|   | 25. Tab. Dothiepin-75mg          |
|   | 26. Tab. Escitalopram-5mg        |

27. Tab. Escitalopram-10mg
28. Tab. Fluoxetine-20mg
29. Tab. Haloperidol-1.5mg
30. Tab. Haloperidol-5mg
31. Tab. Levetiracetam 250mg
32. Tab. Levetiracetam-500mg
33. Tab. Levosulpiride-25mg
34. Tab. Lithium Carbonate-300mg
35. Tab. Lithium Carbonate-SR-400mg
36. Tab. Lorazepam-1mg
37. Tab. Lorazepam-2mg
38. Tab. Mirtazapine - 15mg
39. Tab. Nalaxone -50 mg
40. Tab. Nitrazepam-5mg
41. Tab. Nitrazepam-10mg
42. Tab. Olanzapine -5mg
43. Tab. Olanzapine MD-10mg
44. Tab. Oxcarbazepine-300mg
45. Tab. Paroxetine CR -12.5mg
46. Tab. Phenytoin Sodium-100mg
47. Tab. Procyclidine-2.5mg
48. Tab. Procyclidine-5mg
49. Tab. Promethazine-25mg
50. Tab. Propranolol HCL-40mg
51. Tab. Quetiapine 100mg
52. Tab. Quetiapine 200mg
53. Tab. Risperidone-1mg
54. Tab. Risperidone-2mg
55. Tab. Risperidone-3mg
56. Tab. Sertraline-50mg
57. Tab. Sertraline-100mg
58. ab. Sodi-Valporate CR 200
59. Tab. Sodi-Valporate CR 300
60. Tab. Sodi-Valporate CR 500
61. Tab. Thiamine - 100mg
62. Tab. Thioridazine-50mg
63. Tab. Trihexyphenidyl-2mg
64. Inj. Flupenthixol Depot-20mg
65. Inj. Levetiracetam 100mg/ml
66. Inj. Olanzapine 10mg/amp
67. Inj. Sodi-Valporate 100mg/ml
68. Inj. Thiamine - 100mg
69. Inj. Zuclopenthixol Depot-100mg.
70. Tab. Varenicline – 0.5mg.
71. Tab. Varenicline – 1mg
72. Inj. Trinitoglycerini – 5mg/ml/5ml Amp.
73. Inj. Glycopyrrolate – 0.2mg/ml
74. Inj. Atropine Sulphate – 0.6mg/ml
75. Inj. Midazolam – 0.1mg/ml
76. Inj. Thiopentone Sodium – 500mg/vial
77. Inj. Succinyl Choline Chloride – 50mg/ml
78. Inj. Fortiin (Pentazocin Lactate) – 30mg/ml
79. Inj. Vecuronium Bromide – 4mg/2ml
80. Inj. Methylsulphate + Glycopyrrolate –  
2.5mg/ml + 0.5mg/ml
81. Inj. Adrenaline – 1mg/1ml.
82. Inj. Dopamine HCL – 40mg/ml/5ml Amp
83. Inj. Frusemide – 2ml/Amp
84. Inj. Deriphyline (Etophyline 84.7mg +  
Theophyline – 25.3mg) /2ml Amp
85. Inj. Hydrocortisone Sodium Succinate –  
100mg/Vial
86. Inj. Noradrenaline – 1mg/ml
87. Inj. Tramadol HCL – 50mg/ml
88. Inj. Sodium bicarbonate – 84mg/ ml/Amp
89. Inj. Calcium Gluconate – 100mg/ml/5ml/Amp

Bank Details of the beneficiary / employee/vendors/payee etc.

Sl. No.	Beneficiary Name	Account Type	Beneficiary's Bank Account No. & IFS Code	MICR Number	Amount to be paid	Mobile Number	E-mail ID (Optional)

I hereby declared that I authorize the Drawing & Disbursing Officer to electronically credit my entitlements / claim to the Bank Account and other details furnished above, which are true and correct to the best of my knowledge.

Signature :

(Name) :

Designation :

Address :

Contact Number :

E-mail :

Mobile No. :