



GOVERNMENT OF ASSAM
OFFICE OF THE JOINT DIRECTOR OF HEALTH SERVICES CUM MEMBER SECRETARY, DISTRICT HEALTH
SOCIETY, KAMRUP METROPOLITAN
GUWAHATI-781001
NATIONAL HEALTH MISSION, KAMRUP METRO

TENDER FOR TRANSPORTATION OF DRUGS/SURGICALS/EQUIPMENTS

(Local Competitive Bidding)



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NATIONAL HEALTH MISSION, KAMRUP METRO
Website : www.nrhmassam.in e-mail : ddsmkamrupmetro@yahoo.com

TENDER FOR TRANSPORTATION OF DRUGS/SURGICALS/EQUIPMENTS

(LOCAL COMPETITIVE BIDDING)

TENDER NO: NHM/DHS/DDS/DRUG TRANSPORT/008/2016-17/31

DATE: 17/11/2016

Last Date of Sale Tender Document	:	25/11/2016 till 5 pm
Last Date and Time of receipt of Tender	:	28/11/2016 up to 2 pm
Date and Time of opening Tender	:	28/11/16 at 3 pm
Place of opening Tender.	:	Office of the District Drug Store, Kamrup Metro, AMSA House, Panbazar, Guwahati-1, Assam (under the establishment of Jt. Director of Health Services, Kamrup, Metro).
Address for Communication	:	Office of the District Drug Store, Kamrup Metro, AMSA House, Panbazar, Guwahati-1, Assam (under the establishment of Jt. Director of Health Services, Kamrup, Metro).
Cost of Tender Documents in Demand Draft	:	Rs.1000/- (Rs One Thousand) only in the form of Demand Draft in favour of "District Health Society, Kamrup, Metro"



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TENDER FOR TRANSPORTATION OF DRUGS/SURGICALS/EQUIPMENTS

Sealed tenders in Two Bid System (Technical Bid & Price Bid in separate sealed envelopes) affixing court fee stamp of Rs 8.25 or IPO of Rs 10/- in favour of "District Health Society, Kamrup, Metro "are invited from Transport Firms or Transporter.

1. LAST DATE FOR RECEIPT OF TENDERS

Sealed Tenders in two separate covers {Technical bid (Cover "A") and Price Bid (Cover "B")} will be received 28/11/2016 till 2 PM at the Office of the District Drug Store, Kamrup Metro, AMSA House, Panbazar, Guwahati-1, Assam (under the establishment of Jt. Director of Health Services, Kamrup, Metro).

2. IMPORTANT NOTES:

- a) The bidder shall quote prices in Indian Rupees only.
- b) The Contract agreement will be signed upto 31st March 2017 at preliminary stage and only after completion of successful performance during the prescribed time schedule i.e contract period, the Tender Inviting Authority will extend the contract for another 1 financial year on mutual consent.
- c) The anticipated Monthly requirement of vehicles would be about 20 to 40 Nos. of heavy and light carrying vehicles for various destinations-approximately 70 nos. of Govt. Hospitals and when required depending upon the monthly/emergency requirements of the peripheral hospitals under Kamrup, Metro District.No. of trip per month also include incoming drug consignment from NHM & DHS, Assam/ different programmes of GoI or GoA of Health & FW Deptt./Epidemic conditions/Natural Calamities.
- d) The vehicle may be provided as when required depending upon the emergent situations to send the drugs/surgical/equipments to the desired destinations immediately.



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3. ELIGIBILITY CRITERIA

- A. Bidder shall be a Transport firm/Transporter having experience of Transporting drugs/surgical/Bio-Medical Equipments under the contract-agreement with Govt.Deptt.or Health Deptt. Authority of State/Central Govt. or undertaking organisation.
- B. Bidders need to furnish Registration Certificates for 3 types of each category of vehicle like: **AUTO VAN/ PICK UP VAN / Mini TRUCK** either in his own name or in the name of his firm or sub-contract with other firm/individual/transporter. During the period of Contract, there is a scope of change in the vehicle if the bidder will apply for the same but the Registration certificate of that particular vehicle need to be furnished and the proposal is subjected to the approval of Tender Inviting authority.
- C. Bidder which has been blacklisted either by the Tender Inviting Authority or by any State Government or Central Government Organization shall not be allowed to participate in the tender during the period of blacklisting.
- D. Bidder shall hold **Trade License** issued by competent authority.
- E. Bidder should hold Permanent Account No (PAN).
- F. Bidder should have Service Tax Registration No.
- G. Bidder should have an experience in **execution of similar contract (Transporting drugs/surgical/Bio-Medical Equipments)** under the contract-agreement with Government Deptt.or Health Deptt. Authority during the past three financial years i.e. 2013-14, 2014-15 and 2015-16.



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4. GENERAL CONDITIONS.

1. The scope of work indicated in the bid document is tentative and subject to change depending on actual requirement.
2. Tender documents may be obtained from the office of Tender Inviting Authority during office hours on payment of Rs.1000/-(non – refundable) in the form of Demand Draft drawn in favour of “ District Health Society, Kamrup, Metro” payable at Guwahati. The tender documents may also be downloaded from the official website- www.nrhmassam.in. The bidder downloading the Bid document from the website will be required to deposit Rs 2000/-(non – refundable) in the form of Demand Draft drawn in favour of “ District Health Society, Kamrup, Metro” payable at Guwahati while submitting the Tender. Tender without the fee of Rs 2000/- will not be accepted.
3. All tenders must be accompanied by **Earnest Money Deposit** as specified in the relevant clause of the bid document.
4. Tenders will be opened in the presence of bidders / authorized representatives who choose to attend on the specified date and time as stipulated in the bid document.
5. At any time prior to the date of submission of tender, the Tender Inviting Authority may, for any reason, whether on its own initiative or in response to a clarification requested by a prospective Bidder, modify the tender document by an amendment.
6. Interested eligible bidders may obtain further information from the office of the Tender Inviting Authority during office hours.
7. Price Preference/ Purchase Preference to PSUs / SSI Units shall not be applicable.



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TECHNO-COMMERCIAL BID - COVER "A"

The Bidder should furnish the following documents in a separate cover hereinafter called "**Cover A**".

- A. **COURT FEE STAMP/ IPO:**
Court fee stamp of Rs 8.25 or IPO of Rs 10/- in favour of "District Health Society, Kamrup, Metro".
- B. **TENDER DOCUMENT FEE.**
Tender document fee of Rs 1000.00 in the form of a demand draft in favour of "District Health Society, Kamrup, Metro".
- C. **EARNEST MONEY DEPOSIT(EMD)**
Earnest Money Deposit (EMD) of **Rs. 10,800.00** only in the form of Demand Draft/Banker's Cheque or Bank Guarantee with validity of at least 4 months favoring "**District Health Society, Kamrup, Metro**". Earnest Money Deposit in any other form will not be accepted. Earnest Money Deposit will also not earn any interest.
- D. **POWER OF ATTORNEY OF BIDDER:**
Attested photocopy of instruments such as Power of Attorney, etc., authorizing an officer of the bidding firm to submit their bids. Such authorized officer should sign the bid documents.
- E. **VEHICLE REGISTRATION CERTIFICATE**
Attested copies of valid Vehicle Registration Certificates for 3 types of each category of vehicle like: **AUTO VAN/ PICK UP VAN / Mini TRUCK** either in his own name or in the name of his firm or sub-contract with other firm/individual/transporter. During the period of Contract, there is a scope of change in the vehicle if the bidder will apply

for the same but the Registration certificate of that particular vehicle need to be furnished and the proposal is subjected to the approval of Tender Inviting authority.

F. TRADE LICENSE OF BIDDER:

Attested photocopy of valid Trade License issued by the Licensing Authority need to be submitted with the Bid.

G. PERMANENT ACCOUNT NUMBER :

Attested photocopy of PAN Card need to be submitted with the Bid.

H. EXECUTION OF SIMILAR CONTRACTS OF BIDDER:

Bidder should have an experience in **execution of similar contract (Transporting drugs/surgical/Bio-Medical Equipments)** under the contract-agreement with Government Deptt. or Health Deptt. Authority during the past three financial years i.e. 2013-14, 2014-15 and 2015-16 without any discomfort or dissatisfaction raised by that particular Authority during the contract agreement.

I. SERVICE TAX REGISTRATION NUMBER

Attested Photocopy of Service Tax Registration number need to be furnished with the Bid Document.

J. ANNUAL TURN OVER

Annual turnover statement by executing similar contract i.e transportation of drugs/surgical/Bio-Medical Equipments under the contract-agreement with Government Deptt.or Health Deptt. Authorityfor past three financial years i.eduring the past three financial years i.e 2013-14, 2014-15 and 2015-16 certified by the Auditor/Chartered Accountant.

K. CHECKLIST OF DOCUMENTS

A Checklist for the list of documents enclosed with their page number. The documents should be serially arranged as per this **Checklist**and should be securely tied or bound.

L. SIGNATURE & SEAL ON EACH PAGE

The tender document signed by the Bidder in all pages with office seal and need to submit with the Bid documents.

The above documents should be sealed in a separate cover super scribed as"TECHNICAL BID, COVER "A" (TENDER FOR TRANSPORTATION OF DRUGS/SURGICALS/EQUIPMENTS due on 28/11/2016 till 2.00 pm)"and addressed to the Jt. Director of Health Services cum Member Secretary District Health Society, Kamrup, Metro, Assam (District Drug Store, Kamrup, Metro, AMSA House, Panbazar, Guwahati-1).



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PRICE BID - COVER "B"

Cover "B" shall contain the Price Bid of the Tenderer.

A. **Signature & Seal on each Page**

Each page of the Price Bid should be duly signed by the Bidder affixing the office seal.

B. **Signature on corrections**

Bid should be typewritten and every correction in the bid should be attested with full signature by the Bidder, failing which the bid will be ineligible. Corrections done with correction fluid should also be duly attested.

C. **Landed Cost**

The "Price Bid" should contain the Cost of Transportation per Month and per Year including POL, Labour Charges for loading and unloading of drugs/surgicals /equipments (inclusive of all the taxes from district drug store, Kamrup Metro, AMSA House , Panbazar, Guwahati-1 to different peripheral health institutions within Kamrup Metro district.

The above documents should be sealed in a separate cover superscribed as "**PRICE BID, COVER "B" (Tender for TRANSPORTATION OF DRUGS/SURGICALS/EQUIPMENTS; Due on _____)**" and addressed to the **Jt. Director of Health Services cum Member Secretary District Health Society, Kamrup, Metro, Assam (District Drug Store, Kamrup, Metro, AMSA House, Panbazar, Guwahati-1).**

The two separately sealed covers {Technical bid (Cover "A") and Price Bid (Cover "B")} shall be placed together inside another cover which shall be sealed and superscribed as "Tender for TRANSPORTATION OF DRUGS/SURGICALS/EQUIPMENTS; Due on 28/11/2016 till 2.00 pm and addressed to the Jt. Director of Health Services cum Member Secretary District Health Society, Kamrup, Metro, Assam (District Drug Store, Kamrup, Metro, AMSA House, Panbazar, Guwahati-1).

A. OPENING OF COVER “A” AND COVER “B” OF TENDER

- B. All bidders are entitled to be present at the date and time of opening of Technical Bid - Cover “A”.
- C. Only those bidders whose Technical Bids are found to be acceptable after technical and commercial evaluation will be invited to be present at the date and time of opening of Price Bid - Cover “B” of the tender. The price bids of tenders not found technically qualified shall not be opened.

1. VALIDITY OF BID:

Bids shall remain valid for acceptance for a period of 90 days after opening of Technical Bid i.e. Cover ‘A’. Bids with shorter validity shall be rejected.

2. VALIDITY OF OFFER OF SUCCESSFUL BIDDER:

The validity of offer of the successful bidder shall be at least 01(one) year from the date of finalization of the work order and the successful bidder will be bound to execute the work order at agreed rates and terms during this period. This validity period may be further extended by one year with mutual consent and after successful completion of Service Contract.

3. EVALUATION

Tenders will be evaluated with reference to technical and commercial parameters to determine the technically qualified bidders for all items.

Price Bids of technically qualified bidders will be evaluated with reference to the Basic rate as Transportation cost per Month including POL, Labour Charges for loading and unloading of drugs/surgicals /equipments (Excluding of all the taxes in Rs.) to determine the L-1 (Lowest) price.

Conditional discounts shall not be taken into account for price comparison.

4. Right to Reject Tender

Tender Inviting Authority reserves the right to accept the tender or to reject the whole tender for the supply of all items or for any one or more of the items tendered at any point of time without assigning any reason.

5. Tender Acceptance

The acceptance of the tenders will be communicated to the successful bidders in writing.

A. AGREEMENT

The successful Bidder shall execute an agreement as per Annexure XVI on a non-judicial stamp paper of value of Rs 100/- (stamp duty to be paid by the Bidder) within 7 working days from the date of the intimation from Tender Inviting Authority informing that his tender has been accepted.

B. NON ASSIGNMENT

The Bidder shall not, at any time, assign, sub-let or make over the contract or the benefit thereof or any part thereof to any person or persons, whatsoever.

C. COMMUNICATION

All notices or communications relating to or arising out of an agreement or any of the terms thereof shall be considered duly served on or given to the Bidder if delivered to him or left at his premises, places of business or abode.

E. SECURITY DEPOSIT

The successful bidder, within 7 working days of signing of the agreement, shall be required to submit Security Deposit of 5 % of the contract value in the form of bank guarantee from any Indian scheduled bank in favour of the Tender Inviting Authority valid for a period of 1 year from the date of order. However, if the supplier fails to execute the order or fails to perform the services as per agreement, in addition to other penal actions, the bank guarantee shall be encased and the amount will be forfeited. The security deposit shall need to be renewed by another one year in case of re-order for the next one year after mutual consent.

F. Penalty for Delayed in Service Delivery

- (i) In case there is delay in providing vehicle beyond the stipulated period, 2% may be deducted from the Monthly Bill.
- (ii) Once the maximum price reduction is reached, termination of the contract may be considered. Non-performance of the contract provisions shall make the successful bidder liable to be disqualified to participate in any tender for the next 3 years, in addition to forfeiture of Security Deposit and other penal actions.

G. Shortage and Damage

It shall be the responsibility of the successful Bidder for any shortages/damages at the time of transportation and receipt in peripheral hospitals from District Drug Store, Kamrup (Metro).

H. FORCE MAJUERE

The above conditions of delivery period, price reduction & termination etc. are subject to force majeure conditions which are beyond the control of the supplier, do not involve fault or negligence of the supplier and are not anticipated. Such events may include but are not limited to riots, mutinies, war, fire, storm, tempest, flood, earthquakes, epidemics, or other exceptional causes like quarantine restrictions, freight embargoes.

M. LOCAL CONDITIONS:

It will be imperative on each bidder to fully acquaint himself of all local conditions and factors that would have any effect on performance of the Contract. The Tender Inviting Authority shall not entertain any request for clarifications from the bidder regarding such local conditions nor shall accept any offer conditional to the local factors. No request for any change of price after acceptance of bids.

J. PAYMENT PROVISIONS

- A. Payments will be made strictly as per rules of the Tender Inviting Authority. All payments shall be made by way of Crossed A/C Payee Cheque drawn in favour of the bidder.
- B. On completion of monthly work of transportations of Drugs/Surgicals/Equipments, the monthly bills/ Invoices submission should be accompanied with copies of Log-sheet cum Rod Challan duly sealed and signed by Jt.DHS, Kamrup Metro and DDSM Kamrup Metro and receipt acknowledgement by concerned hospital authority or representative.
- C. Monthly payment will be made in a single installment on completion of transportation of drugs/surgicals/equipments from District Drug Store, Kamrup, Metro to different peripheral hospitals under Kamrup Metro District.

UNDERTAKING (by the Bidder)

To

Jt. Director of Health Services cum Member Secretary,
District Health Society, Kamrup, Metro, Guwahati, Assam.

Tender No. _____
For TRANSPORTATION OF DRUGS/SURGICALS/EQUIPMENTS _____

Sir,

1. I, Shri _____, on behalf of M/s _____ having registered office at _____, do hereby declare that I have gone through the terms and conditions mentioned for the above and undertake to comply with all tender terms and conditions. The rates quoted by me/us are valid and binding on me/us for acceptance for a period of three years from the date of award of contract to us.
2. I/We undersigned hereby bind myself/ourselves to the Office ofto supplyThe rates quoted by me/us for the work tendered for are specified against each.
3. We agree to the conditions of the tender under which the EARNEST MONEY DEPOSIT and PERFORMANCE SECURITY DEPOSIT shall be forfeited by us.
4. We hereby undertake to pay the **penalty** as per the terms and conditions of the contract for delayed.
5. We agree to accept the amount of the bill to be paid by the Tender inviting Authority after completion of all formalities and should any amount of the bill found by the Tender inviting Authority /auditors to have been over-paid; the amount so found shall be refunded by me/us.
6. The tender inviting authority has the right to accept or reject any or all the tenders without assigning any reason.
7. We understand all the terms and conditions of the contract and bind myself/ourselves to abide by them.
8. We hereby declare that there is no vigilance/CBI or court case pending/contemplated against us at the moment.

SIGNATURE :

NAME (in Block Letters) :

DATE :

NAME & ADDRESS OF THE FIRM :

CHECKLIST

TENDER NO: NHM/DHS/DDS/DRUG TRANSPORT/008/2016-17/31

DATE: 17/11/2016

Sl.		Yes	No	Page No. of Bidder's Doc
	<i>Cover A</i>			
	TECHNICAL BID			
1.	Court Fee Stamp/IPO affixed			
2.	Tender Document Fee furnished			
3.	EMD in the form of DD/BG furnished			
4.	Documentary evidence for the Constitution of the company			
5.	Trade License of Bidder issued by the competent Licensing Authority furnished			
6.	Vehicle Registration Certificates for 3 types of each category of vehicle like: AUTO VAN/ PICK UP VAN / Mini TRUCK furnished			
7.	PAN Card furnished			
8.	Execution of similar contract furnished			
9.	Service Tax Registration No. furnished			
10	Annual Turnover statement furnished			
11.	UNDERTAKING (by the Bidder) furnished			
12.	Signature & Seal on each Page of Tender Document			
<i>Sl</i>	<i>Cover B</i>	Yes	No	Page No. of Bidder's Doc
1.	Price Bid			

Price Bid

TENDER NO: NHM/DHS/DDS/DRUG TRANSPORT/008/2016-17/31

DATE: 17/11/2016

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
Sl. No	Description of work	Basic rate as Transportation cost per <u>Month</u> including POL, Labour Charges for loading and unloading of drugs/surgicals /equipments (Excluding of all the taxes in Rs.)	Applicable Taxes in Rs.
1	Transportation of drugs/surgicals /equipments from district drug store, Kamrup Metro, AMSA House , Panbazar , Guwahati-1 to different peripheral health institutions within Kamrup Metro district.		

NOTE: Taxes shall be extra as applicable from time to time as per law. The type of Tax applicable and rate of Tax should be mentioned as below:

1. Type of Tax :

2. Rate of Tax :

SIGNATURE :

NAME (in BLOCK Letter) :

DATE :

NAME & ADDRESS OF THE FIRM :

AGREEMENT

THIS CONTRACT AGREEMENT is made

This day of month..... year.....

BETWEEN

(1) Name and Address of the Tender Inviting Authority/Customer:

(2) Name and Address of the Bidder/Transporter:

WHEREAS the Customer invited bids for transportation services and has accepted a bid by the bidder for **Transportation of drugs/surgicals /equipments** in the sum of [insert: contract price in words and figures] (hereinafter called "the Contract Price")

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meaning as are respectively assigned to them in the Condition of Contract referred to.
2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and constructed as an integral part of the Contract:
 - (a) This Contract Agreement
 - (b) Special Conditions of Contract
 - (c) General Conditions of Contract
 - (d) Technical Requirements (including Technical Specifications)
 - (e) The Transporter's bid and original Price Schedules
 - (f) The Customer's Notification of Award
 - (g) [Add here: **any other documents**]
3. In consideration of the payments to be made by the Customer to the Bidder/transporter as hereinafter mentioned, the transporter hereby covenants with the Customer to transport the **drugs/surgicals /equipments** and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Customer hereby covenants to pay the transporter in consideration of the provision of the **drugs/surgicals /equipments** and the remedying of defects therein, the Contract price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

For and on behalf of the Purchaser

Signed: _____

In the capacity of [insert: **title or other appropriate designation**]

In the presence of _____

For and on behalf of the supplier

Signed: _____

In the capacity of [insert: **title or other appropriate designation**]

In the presence of _____

