



GOVERNMENT OF WEST BENGAL  
DIRECTORATE OF CORRECTIONAL SERVICES  
63, N.S. ROAD, JESSOP BUILDING,  
KOLKATA – 700 001.

Phone No.: 033 2262 5694, Fax: 033 2262 5604 E-mail: dgigcs.dcs-wb@gov.in

**NOTICE INVITING E-TENDER FOR PROCUREMENT OF DRUG AND DRESSIGN  
MATERIALS, FOR ONE YEARS FROM THE DATE OF AOC.**

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

NIT No: 165

Date:18-01-2024

E-tender is hereby invited on behalf of the Directorate of Correctional Services, Government of West Bengal to prepare a Rate Schedule of supply of the Drugs and Dressing Materials for a period of 1 (One) year from the date of Award of Contract (AOC) and its extension, if required, for a further period of 6 (Six) months, to the Eight (8) Central Correctional Home under the Directorate of Correctional Services, throughout the State of West Bengal.

<b>Central Correctional Homes:</b>	<b>Presidency, Baruipur, DumDum, Midnapore, Berhampore, Balurghat, Jalpaiguri and Burdwan</b>
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**Earnest money to be submitted for participation in the on-line Tender is Rs. 1,10,000/- ( One Lakh Ten Thousand ) only.**

Earnest money is payable in favour of the Additional Director General and Inspector General of Correctional Services, WB 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, which has its manufacturing unit(s) in this state, 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 Directorate of Correctional Services, WB website at [www.wbcorrectionalservices.gov.in](http://www.wbcorrectionalservices.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 1,10,000/- (one lakh ten thousand 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 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.

EMD will also be refunded to the successful bidder(s) on submission of prayer for refund in prescribed proforma after successful execution of Agreement & submission of required Performance Bank Guarantee, as enumerated at Clause No. **24-26**.

## 5. Time Schedules for the 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 29.

## 6. ELIGIBILITY FOR SUBMITTING QUOTATION:

Manufacturers and/or distributors and/or Fair Price Medicines Shops who are able to supply the assured quantities as per requirements of all Eight(8) Central Correctional Homes & have requisite Annual Average Turnover, as per clause no. 7, are only eligible for quoting. Manufacturers /distributors/ Fair Price Medicines Shops not having the capability to supply the full assured quantity solely need not apply.

For hospital consumables/instrument/medical devices: BIS/IS/US FDA/European CE certificate of the product with proper registration certificate is necessary.

Factory/ Warehouse inspection would follow for determining manufacturing/storing capacity, status of production & confirmation of full assured supply for those vendors having L1 status,at preliminary stage, to take final decision about determination of L1. In the event of being L1 for such cases for more than one item, commitment or declaration about part assured supply will not be entertained and the offer will stand rejected.

**The vendors who were declared L1 but did not execute agreement or did not supply even after execution of agreement in the tender, 2022-23 floated by Directorate of Correctional Services, WB and/or declared black listed or debarred from participation in tender are not eligible to participate in the current tender.**

**The Vendors who have been black listed by any Govt. Concern/health Institutions in the Country for particular item(s) are also not eligible to apply.**

- a. If any item offered by the bidder is manufactured in more than one factory,the valid drug licenses, GMP/ WHO-GMP, GLP, NO Conviction Certificate of all such manufacturing units shall have to be submitted (Exempted for Fair Price Medicines Shops & Retail Medicines shop).

All Licenses/ certificates should be valid on the date of submission of tender.(If validity period is not mentioned in the License/cert., it will be treated as one yr. Validity for GMP and 2 yrs. Validity for WHO GMP from the date of issue of certificate.)

- b. 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

In case of pending prosecution processes, the bidder shall have to give declaration in 'Annexure IV' and after the final decision of the Legal Authority, the verdict of the case should be brought to the notice of the Tender inviting authority immediately, where the bidder is selected for supply.

- c. LOAN LICENCE- No drug manufactured under a Loan License will be accepted.But, in case of few life savings and essential items, Loan License may be allowed subject to the approval of Tender Selection Committee.

- d. The bidder should hold valid GMP (Good Manufacturing Practice)/WHO GMP Certificate issued by the Licensing authority for him/of the manufacturer. 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 (Exempted for Fair Price Medicines Shops & Retail Medicines shop).
- e. The bidder should hold valid GLP (Good Laboratory Practice) Certificate issued by the licensing authority, if the products under the GLP Certification norms as regulated by Govt. agencies. 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 (Exempted for Fair Price Medicines Shops & Retail Medicines shop)
- f. 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 (NCC) issued by the concerned Drug Control authority in respect of the drugs against which bids have been offered having the validity period at the closing date of Bid submission.** If prosecution process against any bidder is pending, the bidder shall have to give declaration to that effect in 'Annexure – IV'.
- g. Bidder 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.
- h. 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.
- i. 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 under the Drug and Cosmetics Act at any stage after submission/ opening of bid.

- j. The Fair Price Medicines shops who are approved and already having agreement with Government of West Bengal may participate in bidding process subject to have requisite turn over as mentioned in clause 7(c).
- k. Retail Medicines Shops: The retail medicines shop owner who wants to participate in said tender, they must have agree to supply medicines as per required quantity of above mentioned Correctional Homes. They have to agree with the terms and conditions as laid above and below.
  - i. They must have 5 retail outlets with 15 pharmacist.
  - ii. Annual turnover INR 3 corers in any three financial years out of last five financial year (FY 2022-23, FY 2021-22, FY 2020-21, FY 2019-20 and FY 2018-19)( exemption on annual turnover is not applicable for state based retail shops who has MSME certificate)

## 7. ANNUAL TURNOVER REQUIREMENTS:

Manufacturer(s)/Distributor(s), State Based PSUs and State Based Other manufacturing units/CPSU whose average Annual Turn Over for last 3(three) financial years i.e. for the years either 2019-20, 2020-21 , 2021-22 or 2020-21, 2021-22 , 2022-23 satisfying the following criteria would only be eligible to participate in the Tender.

	Category of Bidder	Minimum Average Annual Turnover for the last 3 Financial Years – Net of Taxes
(a)	Bidders intending to supply up to 2 (two) items	Rs. 5 Crores
(b)	Bidders intending to supply of more than 2 items.	Additional Rs. 0.50 Crore per item
(C)	Fair Price Medicines Shops.	Rs. 0.50 Crore per item along with turnover of 5 corer in last 3 (three) financial year.

Average Annual Turnover Requirement is **exempted for State based registered MSMEs only for Manufacturer and Distributor having agreement with out of state Manufacturer)** but for the **registered State PSUs under the Dept. of H & F.W., and Fair Price Medicines Shops** the required minimum Average Annual Turn Over for the last three Financial Years. i.e. for the year either 2019-20, 2020-21 , 2021-22 or 2020-21, 2021-22 , 2022-23 to participate in the tender is **Rs. 5 Cr. for supply up to 2 items & additional Rs.0.50 Cr. per item for intending to bid for more than 2 items.**

## 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 and Documents should be uploaded maintaining proper sequence.**

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 Annual Turn over Net of Taxes for the last 3(three) yeas in Annexure III with <b>UDIN No.</b> of Auditor
G	Copy of agreement between the out-of-state Manufacturer and the Distributor, if any in Annexure IV (a). <b>[ Tender No. and date should be mentioned in Annexure IV(a) ] (Not required for Fair Price Medicines Shops)</b>
H	Annual Turn Over of the Distributor, if any, to be certified by CA firm [ with <b>UDIN No.</b> ] which should not be less than 2 (two) crore for the year 2021-22 or 2022-23 in Annexure IV(b)
I	Product Specific Annual Turnover. (Exempted for Fair Price Medicines Shops & Retail Medicines shop and manufacturer and distributor having MSME)
J	Agreement copy with Govt. of West Bengal for Fair Price Medicines Shop. <b>(Not required for Manufacturer and Distributor)</b>
K	Drug license, Trade License, Last year IT Return, GST Return, No Conviction Certificate , etc. in respect of Distributor, if any in Annexure IV(c).
L	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 IV. <b>[ Tender No. and date should be mentioned in Annexure-IV]</b>
M	<p><b>i) Drug endorsement list for each item quoted (The item should be marked/highlighted with marker pen mentioning therein the CHs Cat No for each particular item).</b></p> <p>ii) Valid BIS certificate for the Items under I.S. specification as mentioned against the items in BOQ should be uploaded during bidding but the rest Non Drug items should be certified by IS/BIS/Euro-CE/FDA/USFDA with supportive documents.</p> <p><b>iii) Distributor/ Indian Subsidiary must have to submit the Authorization of the OEM or Agreement with their OEM.</b></p> <p><b>(Not required for Fair Price Medicines Shops &amp; retail medicines shop owner)</b></p>
N	Other documents as per NIT.

**“BID A” Part II :-**

**Technical Data Sheet (In Excel Sheet as provided) (For Fair Price Medicines Shops, they may exempted themselves from giving manufacturer name of Drugs. However participated product must be indicated.)**

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 of the Bidder Company
B.	COMPANY DETAILS	COMPANY DETAILS	Valid Trade Licence/Enlistment Certificate
			For retail shop valid Trade Licence/Enlistment Certificate for each shop.
			Certificate of Incorporation/ Registration with Register of Companies/Deed of Consortium or Partnership Firm with Registration Certificate/In case of proprietary firm A Proprietary Article Certificate must be submitted.
			Affidavit before 1 <sup>st</sup> class judicial magistrate of having 5 retail shops with 15 pharmacist. (address of retails shops and details of pharmacist with their certificate no)
C	CREDENTIAL	CREDENTIAL	Drug License with Validity Document from the concerned Drug Control Authority.
			For retail shops Drug License with Validity Document from the concerned Drug Control Authority for each shop.
			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.
			The bidder shall submit a non-conviction certificate (NCC) issued by the concerned Drug Control authority in respect of the drugs against which bids have been offered having the validity period at the closing date of Bid submission. ( if the bidders doesn't able to submit No conviction certificate than his selection is subject to verification from state drug control authority )

D.	Financial Information		Income Tax Returns submitted for the Assessment year 2021-22/ 2022-23
		PAYMENT CERTIFICATE1	GST Returns ( <b>any month or. quarter</b> ) for the year 2021-22/2022-23 (If applicable, if not applicable self declaration is required)
		PAYMENT CERTIFICATE 2	P/L Account & Balance Sheet for the year either for 2018-19, 2019-20 , 2020-21 or 2019-20, 2020-21 , 2021-22 <b>with Auditor Signature and UDIN no.</b>

1. The Quoted item (s) must be endorsed CAT wise with highlighting in all relevant documents (i.e. Annexure - III, Drug License, Manufacturing License, NCC, Quality assurance certificate etc.) otherwise, the bid of the bidder will summarily be rejected. The valid MSC/NCC Certificate to be submitted duly issued by the Licensing Authority (For Manufacturer and Distributor).
2. In Technical Bid Evaluation the bidder will be selected as per provision laid down in the Finance Department Notification Vide No. 2320-F(Y), Dated: 7<sup>th</sup> June, 2022.

### III. "BID B": FINANCIAL COVERBOQ

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, L1 will be determined on base price only without GST. **In case of TIE Bids, the L1 bidder will be selected as per provision laid down in the Finance Department Notification Vide No. 2320-F(Y), Dated: 7<sup>th</sup> June, 2022.**

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 Bidders 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.

For high volume, vital and life savings item or items, if the lowest quoting bidder fails to supply for 2 (two) orders at any stage or the Directorate of Correctional services, WB considers selection or induction of more Bidders for prompt supply for the interest of better patient care services or in the exigency of the situation, if the L1 bidder fails to supply the requisite quantum of medicine, counter offers shall be invited from the next bidders i.e. L2, L3 and L4 etc. to supply at the lowest rate, i.e. at L1 rate. The bidders agreeing to supply at the L1 rate would

simultaneously be requested to inform the time to be taken for the supply. If there are more than one bidders agreeing to match the lowest rate, the one with the lowest supply time in terms of the number of days between placement of order and actual delivery would be entrusted with supply of the pending consignment of the defaulter bidder. The defaulter bidder will be blocked in the SMIS-CA as soon as alternative bidder(s) are identified and the latter would continue to supply the item until there is any failure in supply of 2(two) orders for the particular item. In the event of there being more than one bidder with same delivery time, the order shall be divided among them and such division of orders shall continue till bidders assuring of supplying up to 120% of the estimated requirement of the State in respect of the particular item or items are identified. Performance Bank Guarantee will be calculated for that item(s) on pro-rata basis for the remaining tender period.

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

- a. The out-of-state manufacturer may be bid and supply directly or may supply through their authorized distributor provided they have no Regional Sales Depot /C&F Agent in the State.
- b. Local MSME/local PSU/CPSU/local Bidders are however not allowed to engage any Distributors.
- c. If Out-of-state manufacturer 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 and they must have minimum annual turnover of Rs. 1 (one) crore either for the year 2021-22 or 2022-23.
- d. The Bidder shall have to submit a copy of the agreement signed between the manufacturer 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 manufacturer proposes that the order & payment are to be made in favour of them & the manufacturer will supply and effect distribution through authorized 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/ 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.
- h. In case of changing of distributor the following papers must be submitted along with other necessary papers.**
  - i) No objection certificate of the old distributor Or, at least 3 (three) months discontinue/terminate letter to the old distributor issued by the principal firm.**

- ii) **The principal firm should be given declaration in Court Paper (Rs.50) that Directorate of Correctional Services as well as Government of West Bengal will not face any legal responsibility regarding the change of distributor.**

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

Preference will be given to the MSME, 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 19.11.2004 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.

Selection of Bidders on the basis of Price preference policy:- In case more than 1 registered MSEs, WB become eligible after availing price preferences, the rank 1 (based on original offered rate) MSE unit(s) may be given chance of supply the tendered quantity at L1 rate, if that MSE unit(s) fails to accept the offer in full or in part then the next rank (based on original offered rate) MSE unit may be given the chance to supply of balance of tendered quantity at L1 rate and this process will continue until the last eligible MSE unit is covered. Supply order of residual of tendered quantity, if any, to be given to original L1 bidder.

**12. DRUGS LICENCE/ IMPORT LICENCE:**

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

**13. DRUG ENDORSEMENT COPIES:**

Drug Endorsement List approved by the concerned Drug Control Authority with highlighting the CHs 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 CHS Cat. No. quoted in the tender.

Bidder may quote appropriate Pharmacopeial Specification as per Rule 124 of the Drugs & Cosmetics Rules, 1945 for any item(s) under table - A instead of Pharmacopeial Specification as mentioned against the item(s). This is not required for Fair Price Medicines Shops.

**14. RATE:**

- a. Rates are to be quoted for items with their Catalogue as provided in BOQ.
- 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 all Central Correctional Home 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 and 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.

## 15. 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. A new online portal for procuring medicines has been introduced for placing order/requisition of medicines. Name of the portal is **SMIS-CA (Store Management Information System for Correctional Administration)**, which can be accessed through this Department website i.e. <https://www.wbcorrectionalservices.gov.in>. Procuring authority of Correctional Homes (Superintendent) will place order as per requisition of SMO/MO/Pharmacist of his Correctional Homes through the **SMIS-CA** portal. Approved vendor will be provided a login id for accessing the portal, where he can access all his order, GRN status, bill status etc.
- III. 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 Central Correctional Homes across the State through SMIS-CA (Store Management Information System for Correctional Administration) portal. The successful bidders will have to supply within the specified time schedule that had been assured as prescribed.
- IV. All supplies will have to be completed by door delivery within stipulated time period mentioned below :
  - a) For the items in BOQ: Maximum of 45 days from the date of order in the Store Management Information System (SMIS) for Correctional Services from the procuring Correctional Homes.
- 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 online & 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 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 1/6th 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.

#### **16. LABELING (Exempted for Fair Price Medicines Shop & Retail medicines shops) :**

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 barcoding.

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.
- e. Manufacturing License Number.
- f. Batch Number

The bottle label & carton should invariably marked with 'W B. GOVT SUPPLY. NOT FOR SALE' (Exempted for Fair Price Medicines Shop)

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 insupport 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. (Exempted for Fair Price Medicines Shop)

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.( Exempted for Fair Price Medicines Shop))

## 17. MANUFACTURING AND PACKAGING:

Packing of medicine should be done as per provision laid down in Drug & Cosmetic Act, 1940, and Rules framed there under. However, an indication about the packing norms in respect of tablets, capsules, solid & liquid preparation and Lab Chemicals with standard packing materials are given below:

- 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) The rigid PVC used in blister packing should be of not less than 250 micron
- iv) Sterile items are to be transported in such packaging so that there is no damage to the primary packaging during the transportation process.
- v) All glass bottles should be new neutral glass.
- vi) Ointments should be packed in liquidized Aluminium Tubes.
- vii) Small Tablets packed in blisters should be packed to facilitate easy removal of the tablet without breaking / crushing.
- viii) Tablets should have a score line as per the relevant pharmacopeia norms.
- ix) All plastic containers should be made of virgin grade plastics.
- x) All plastic Jars above 450 Gms / ml should carry an inner plastic lid.
- xi) Injection in vials should have a snap off seal.
- xii) All tablets should be in aluminum strips or blisters with Aluminium foil back.
- xiii) Strips of Aluminium foils refer to gauge 04. Aluminium foils as back material for blisters refer to gauge 025.
- xiv) Light sensitive drugs are to be in amber coloured bottles
- xv) Oral Liquids, Drops should be packed with in-built plastic auto dispensers as per single dose .
- xvi) Glass ampoules should be packed with cutters @ 1 cutter for each 5 ampoules in a separate Poly bag
- xvii) ORS should be packed in sachets made of Aluminium Foil laminated with glassing or heat sealable plastic film (multiply laminations with Aluminium foil (polyethylene, Aluminium, polyester)), whose outer paper may contain label information (50 sachets may be packed in gray board boxes and 10 gray board boxes in a corrugated box.
- xviii) For ORS and Halazone tab, shrinkage package should be applied for 50 packets and containing of 500 tabs respectively.
- xix) Corrugated package box size should be limited to 12" H x 24" L x 24" W. No deviation in this respect will be allowed.
- xx) No corrugated box with contents should weigh more than 15 kg (7 kg in case of ointments and fragile materials)
- xxi) The inner lining shall be not less than 120 gsm and outer carton not less than 150 gsm.
- xxii) The non-glass bottle containing cartons shall be of at least 5 ply with bursting strength not less than 9 kg/sq cm.
- xxiii) Glass bottle containing cartons shall be of at least 7 ply with bursting strength not less than 12 kg/sq cm.
- xxiv) No box should contain mixed products or mixed batches of the same product.

The product label on the carton 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.

## **18. DRUG TESTING:**

- (a) Every batch of drugs except ARV, AVS and other Sera/Vaccines/Immunological/ Biological Products, to be supplied should contain In-house Test report of the Company tested by own GLP Laboratory and a Test Report in NABL Accredited Drug Testing Laboratory/ Central Drug Laboratory. The full name and qualification and the attested signature of the certifying chemist is to be submitted along with the test report. If the retail shop owner are find difficult to obtained in-house drug testing report of the medicines batch which they want to supply, then they may submit drug testing report of that medicines tested in other 3<sup>rd</sup> party NABL drug test lab which will treat as in-house drug testing report.

In case of ARV, AVS and other Sera/Vaccines/Immunological/ Biological Products, every batch contains test report from Govt Laboratory at Kasuali, Himachal Pradesh or from NIB/NIV/NARI in respect of those products.

**In case of imported items NABL/NIB/NIV/CDL or equivalent authorized Lab accredited by Parent country will be considered.**

- (b) In addition, the Superintendent of Central Correctional Homes 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 and Medical attendant will be entrusted to look into the result of the quality test done from the end of Correctional Homes. Moreover, action under relevant Rules of the Drugs and Cosmetics Act, 1945 and rules framed there under will also be taken.
- (e) A sum @ 2% of bills exclusive of Govt. tax & duties will be deducted from the bills of the supplies of medicine by the procuring authorities and deposited in the respective budget head to meet cost of handling and testing charges. The testing charge, however will not be deducted for ARV, AVS and other Sera/Vaccines/Immunological/ Biological Products, if every batch contains test report from Govt Laboratory at Kasuali, Himachal Pradesh or from NIB/NIV/NARI in respect of those products.

## **19. 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 19.11.2004 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.

## **20. NO- CONVICTION CERTIFICATE:**

The bidder shall submit a non-conviction certificate (NCC) issued by the concerned Drug Control authority in respect of the drugs against which bids have been offered having the validity period at the closing date of Bid submission. If the bidder find difficult to submit no conviction report from state drug control authority then their selection is subject to verification from state drug control authority (this facility is only for west Bengal based bidders).

## 21. 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 INMATES. 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, 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 Superintendent of Correctional Homes with approval of ADG & IG of Correctional Services, WB 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 Correctional Services, WB: 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) Failure in supply within stipulated period for 5(five) occasions during the tenure of the tender period or its extensions. There may be blockage for the entire State for failure in supply for five occasions for a particular item without any valid reason.
- iii) In addition to Blacklisting/ forfeiture of Performance Bank Guarantee deposited for the item(s) non-supplied or item(s) withdrawn by the Bidder, the projected cost of the non-supplied material(s) throughout the tender period will be recovered as fine in order to make alternative purchase, apart from other penal action. If the projected cost of non-supplied material(s) [e.g. approved Rate X non-supplier portion of the item(s) as per requirement,] is higher than the Performance Bank Guarantee already deposited then the balance amount over the PBG will be recovered from the bidder, failing which the Bidder will be blacklisted as a whole for five consecutive years from the date of issue of the blacklisting order.
- iv) 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.
- v) For supply of non-standard item or items as per quality test within tender period as determined by the testing of the item by CHS/Tender Selection Committee in respect of particular item(s) only.

- vi) In consequence of submission of false or fabricated documents by any firm/company for participating in the tender, if proved later on.
- vii) Quoting absurdly high or low rate in the opinion of 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.
- viii) Supply of items with short expiry dates for less than two years, if not otherwise permitted.
- ix) Unwilling to accept the tender conditionality in respect of selection of item or items at any stage of the tender period.
- x) 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.
- xi) Submission of tender during the period of blacklisting of ConcernCompany either by Tender Inviting Authority or by any StateGovernment or by other State/Central Government.

The Directorate of Correctional Services, WB 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. Part supply will not be considered. After supplying one consignment the order for the material will be closed in SMIS-CA automatically.
- ii) In respect of all consignment stipulated period will be as stated in clause no 15 (III).
- iii) The order generated out of SMIS will carry the same status that of signed order.
- iv) At least 80 % of the total order quantity of any material may be supplied in one consignment without penalty. After supplying one consignment the order will be closed in SMIS automatically.
- v) In case supply is made after the stipulated time period as per clause no. 15 (III) but within next 10 (Ten) days i.e. up to 55<sup>th</sup> day for clause no. 15(III)a as mentioned above,
  - a) If the Bidder supplies full quantity of any material of any order in one consignment after stipulated period of placing order i.e. 45 days, but within the 55<sup>th</sup> day then 2% of the total cost from the existing bills of the supplier.
  - b) If not supplied within extended time i.e. 55<sup>th</sup> day then whole order will be cancelled. Total cost of that procurement will be deduct from pending bill amount.
- vi) 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.
- vii) The provision of penalty is system-generated and cannot be waived in any case.
- viii) System generated show cause notice will be issued for failure in supply beyond 55<sup>th</sup> day for five occasions for a particular item(s) and the firm quoting L<sub>2</sub> rate

for the Item(s) may be selected after blockage of the said Item(s) of the defaulting Bidder in the SMIS.

- ix) The defaulting Firm may be blacklisted after issuance of a show- cause-letter for such delay beyond 55 in five occasions.
- x) However, Directorate of Correctional Services, reserves the right to accept late supply/late GRN beyond 55 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.
- xi) For firms who fail to supply the full order on five occasions for any item(s) within the stipulated time of the tender period and its extensions- the Performance Bank Guarantee, deposited for the item(s) may be forfeited and the concerned Bidder may be debarred from participation in the Correctional Services, WB tenders for the next 3(three) years.
- xii) The names of the defaulting suppliers will be put up in the Departmental website.
- xiii) Enhancement of cost of raw materials/ shortage of API etc will not be acceptable as a plea for not supplying the materials within the stipulated period as provided in the work order in the tender period or in the extended period of the tender.  
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.

## **22. APPEAL:**

Appeal against the decision of Correctional Homes/Procuring authorities or the system generated decision to impose such a penalty will lie with Tender Selection Committee/Directorate of Correctional Services, WB. The ADG & IG of Correctional Services, Spl-IG of Correctional Services and AIG (HQ) of Correctional Services, WB will be the appellate authority within the Directorate of Correctional Services, Government of West Bengal. The concerned supplier may appeal to the authority citing the proper reasons for non- imposing penalty.

## **23. PENALTY FOR FORMATION OF CARTEL OR FURNISHING OF FRAUDULENT/ 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.

#### **24. AGREEMENT:**

On a tender being accepted, intimation of acceptance will be forwarded through Email of concerned supplier and departmental website by the concerned authority of Directorate of Correctional Services, WB. 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 to the concerned Superintendents within 20 days from the date of issue of invitation. 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 DCS or others) of the Bidder, the Principals of the firm(s) for a period of three years.

#### **25. VALIDITY PERIOD OF AGREEMENT:**

The contract period will be for a period up to one year from the date of awarding contract (AOC) which may be further extended up to six months with prior approval of the Directorate of Correctional Service, Government of West Bengal, if necessary.

#### **26. PERFORMANCE BANK GUARANTEES:**

- i) The Performance Bank Guarantees will be **mandatory for all approved suppliers including SSI units** and will not be waived in any case.
- ii) The successful bidders shall be required to furnish the security deposit **@ Rs.1000/- (Rupees One Thousand) only per item for every Correctional Home**, for which the Tenderer has been selected as supplier, **in the form of Bank Draft**.
- iii) The Performance Bank Guarantees from any nationalized/ scheduled bank in India, acceptable to the Government of West Bengal, should be submitted to the concerned Superintendents within 20 (twenty) days from the date of acceptance of tender.
- iv) If Agreement has not been executed along with submission of Performance Bank Guarantees within 15 days from the date of acceptance of tender, the candidature will be cancelled and the next Bidder will be accepted.
- v) The Security Deposit will be liable to forfeiture as enumerated in Clauses **22&23** above.

#### **27. 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.

## 28. 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 26 and subject to penalty clause in terms of Clauses 21 to 23.
- 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.wbcorrectionalservices.gov.in](http://www.wbcorrectionalservices.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.

## 29. Dates & Information:

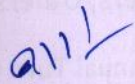
Sl no.	Items	Publishing date(s)
1.	Date of uploading of N.I.T. Documents in the e tender portal of NIC : <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a>	20-01-2024
2.	Pre-Bid Meeting:	25-01-2024
3.	Documents download (online)	21-01-2024
4.	<b>Proposal regarding any amendment/correction of T&amp;C or Items (if any) may be submitted to email :<a href="mailto:dgiscs.dcs-wb@gov.in">dgiscs.dcs-wb@gov.in</a></b>	30-01-2024
5.	Bid Submission Start Date(on line)	01-02-2024
6.	Bid Submission Closing Date (Online) :	21-02-2024
7.	Bid Opening Date (Online)- Technical BID :	27-02-2024
8.	Date of uploading of item wise bid summary notice (online)	To be notified in the website: <a href="http://www.wbcorrectionalservices.gov.in">www.wbcorrectionalservices.gov.in</a>
9.	Date of opening of financial Bid	To be notified in the website: <a href="http://www.wbcorrectionalservices.gov.in">www.wbcorrectionalservices.gov.in</a>
10.	Date of uploading of list of bidders along with the approved Rate	To be notified in the website: <a href="http://www.wbcorrectionalservices.gov.in">www.wbcorrectionalservices.gov.in</a>

**30.** ADG & IG OF CORRECTIONAL SERVICES, WB RESERVES THE RIGHT TO CHANGE THE ABOVE SCHEDULE IN CASE OF ANY EXIGENCIES AFTER PUTTING UP A NOTICE IN THE DEPARTMENTAL WEBSITE AND DCS NOTICE BOARD.

**31.** Opening the financial bid as per schedule will BE NOTIFIED LATER ON.

**32.** 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.

33. 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.
34. 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.
35. Any legal jurisdiction of any dispute will be subject to the High Court of Kolkata Jurisdiction.
36. A helpdesk is setup in the office of the ADG & IG of Correctional Services, WB 63 N. S. Road Jessop Building Kolkata-700 001 to help and guide to 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) 2262 5694 or mail their queries to [dgiscs.dcs-wb@gov.in](mailto:dgiscs.dcs-wb@gov.in)
37. 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.

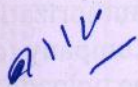
  
ADG & IG of Correctional Services, WB

Memo No: 165/DCS-19011(11)/1/2021

Date: 18-01-2024

Copy forwarded for information to:

1. The AG (A&E), WB, Treasury Buildings, Kolkata-700001.
2. The Secretary, DCA, WB, Jessop Building, Kolkata-700001.
3. Special IG of Correctional Services, WB.
4. Chief Medical Officer of Correctional Services, WB.

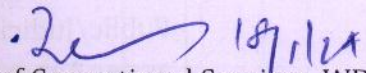
  
ADG & IG of Correctional Services, WB

Memo No: 165/DCS-19011(11)/1/2021

Date: 18-01-2024

Copy forwarded for information and necessary action to:

1. All AIG of Correctional Services, WB.
2. All DIG of Correctional Services, WB.
3. Superintendent of Central Correctional Home. He is requested to put this on his Notice board for wide publication of tender notice.
4. In-Charge IT cell of Directorate of Correctional Services, WB for publishing in departmental website.
5. Office File.

  
AIG (HQ) of Correctional Services, WB

# FORMAT FOR CHECK LIST

Name of the Tender :- .....

NIT No. ....

Date .....

Name of the Bidder: - .....

Full Address of the Bidder: .....

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

:- .....

Tendering as: Manufacturer / Distributor/Fair Price Medicines Shop/Retail Shop (Pl strike out which is not applicable)

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

Average Annual Turn Over Net of Taxes for last 3(three) financial years i.e. for the years 2019-20, 2020-21 , 2021-22 or 2020-21, 2021-22, 2022-23 of the Bidder : Rs.....

Sl. No.	Particulars	Pl mark ☐		Folder name & Page 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 and the Bid must be uploaded by the authorized person only.	Yes	No	
4.	Annexure III ( Certification from Chartered Firm with <b>UDIN No.</b> about & AnnualTurnover Net of Taxes of the bidder)	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) [ <b>Tender no. and date should be mentioned ]</b>	Yes	No	
6.	Certificate from CA Firm with <b>UDIN No.</b> about the annual Turn Over of the Distributor of the year 2021-22 or 2022-23 in Annexure IV(b)	Yes	No	
7	Affidavit for No Conviction from Notary Public/Judicial Magistrate/Executive Magistrate, as per Annexure VI [ <b>Tender no. and date should be mentioned ]</b>	Yes	No	

Sl. No.	Particulars	Pl mark ☐		Folder name & Page no
8.	Affidavit of having 5 retail shop with 15 pharmacist.	Yes	No	
9.	Technical Data Sheet in excel sheet as provided (exempted for Fair Price medicines shop & Retail Manufacturer)	Yes	No	
10.	Copy of PAN Card of the Bidder Company	Yes	No	
11.	GST Registration Certificate	Yes	No	
12.	Certificate of registration/ EM II in respect of domestic MSME within the State of West Bengal	Yes	No	
13.	Trade Licence/ Enlistment Certificate	Yes	No	
14.	Certificate of Incorporation/ Registration with Register of Companies/Deed of Consortium or Partnership Firm with Registration Certificate/In case of proprietary firm A Proprietary Article Certificate must be submitted.	Yes	NO	
15.	BIS Certificate if any	Yes	No	
16.	Drug Licence and its validity document	Yes	No	
17.	Current GMP certification with Schedule M & MIII compliance certificate	Yes	No	
18.	Up-to-date Drug endorsement copy / Import License (F-10) for each item quoted (marked with CHS Cat. No.)	Yes	No	
19.	Current GLP certificate	Yes	No	
20.	The bidder shall submit a <b>non-conviction certificate (NCC)</b> issued by the concerned Drug Control authority in respect of the drugs against which bids have been offered having the validity period at the closing date of Bid submission.	Yes	No	
21.	Income Tax Return for the Assessment Year 2021-22/2022-23	Yes	No	
22.	GST Returns ( <b>any month or. quarter</b> ) for the year 2021-22/2022-23 (If applicable). (If not applicable self declaration is required)	Yes	No	
23.	P/L Account & Balance Sheet for the year 2018-19, 2019-20, 2020-21 or 2019-20, 2020-21, 2021-22 <b>with Auditor Signature and UDIN no.</b>	Yes	No	

Note: Documents should be uploaded maintaining proper sequence as per above mentioned checklists.

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 ADG & IG of Correctional Services, West Bengal,

Jessop Building 1<sup>st</sup> Floor, 63, N.S. Road,

Kolkata – 700 001

Sub:- Submission of Tender

Ref: - Directorate of Correctional Services 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 .....  
..... 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 including all tax/GST, transportation charge and other chargers (if any) and assured supply as per requirement of Correctional Homes, Government of West Bengal.
4. We propose that the order and bill should be raised in Name of :  
.....
5. In the event of being selected, we will make the supply within the stipulated period excepting the condition which is beyond our control.
6. We understand that:
  - a. Tender Selection Committee/ Directorate of Correctional Services can amend the scope & value of the contract bid under this project.
  - b. Tender Selection Committee/ Directorate of Correctional Services reserves the right to reject any application without assigning any reason.

Date: -

Contact no:

Mobile:

E mail address

Signature of bidder including title

(seal)

Annexure- 1(a)  
PARTICULARS  
OF BIDDER

Ref. NIT No. ....

1	Name of the Bidder Company	:	
2	Tendering as :	:	Manufacturer/ Distributor/Fair Price Medicines Shops/Retail Medicines Shop (Please 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	:	

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, Email 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 of this firm 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 with UDIN No. in the official pad) Ref. NIT No.

.....

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 certified that M/S.....has Annual Turnover Net of Taxes of the firm for the Financial years 2018- 19, 2019-20 , 2020-21 or 2019-20, 2020-21, 2021-22 .

. (Strike out which is not applicable) 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 No and Official Seal

Countersigned

Signature of the authorised signatory (bidder)

## **Annexure-IV**

### **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.....  
..... (Name Manufacturer/ Distributor)  
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 ADG & IG of Correctional Services, West Bengal.
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- IV(a)

All out of the state manufacturers/ bidders may have a distributor in this State. If case of proposing appointment of distributor, copy of agreement signed between the bidder and the authorized Distributor as proof be submitted here. **[Tender no and date should be mentioned.]**

Annexure- IV(b)

**(Certificate from Chartered Firm with UDIN No. 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 either for the year 2021-22 or 2022-23 is Rs. .... Cr. (as per P & L & Balance Sheet of the firm.)

**Signature of the Chartered Firm with Registration No , UDIN No and Official Seal**

Countersigned

Signature of the signatory (distributor)

## **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.