

ISO 9001:2008

PARADIP PORT TRUST

Manual (V2)

Of

Procedure

For

Procurement of

Drugs/Chemicals/Reagents/Surgicals/

Lab. Items/Surgical Sundries/X-Rays Films/ECG

Ancillaries/Appliances/Instruments/Any other items for patient care.

For

Paradip Port Trust Hospital, Paradip.

Approved by the Chairman
Paradip Port Trust

Issued by the Chief Medical Officer
Paradip Port Trust

First Version was approved by

M.T. Krishnababu, I.A.S.

Chairman,

Paradip Port Trust

On the Seventeenth October, 2015

*Version 2 approved on
25th Sept. 2017.*

Rinkesh Roy, IRTS

Chairman,

Paradip Port Trust

Preface to The Purchase Manual(V1) of Medical Department

Since, Paradip Port Trust Hospital is ISO 9001:2008 certified, it is felt that manual of procedures for procurement of Drugs/Chemicals/Reagents/Surgicals/Lab. Items/Surgical Sundries/X-Rays Films/ECG Ancillaries/Appliances/ Others items, required for patient care, should be prepared and followed.

This will have the approval of the Chairman, Paradip Port Trust.

This manual may be available for inspection to anyone concerned, with the permission of the Chief Medical officer of the Port Trust. This will also be available in Paradip Port Trust website. The purpose is to bring transparency in procurement of the aforesaid items for the Hospital use.

The Manual will be followed until and unless revised by the competent authority.

Approved on this day,
The Seventeenth October, 2015

Sd/-

M.T.KRISHNABABU
Chairman,
Paradip Port Trust

Preface to The Purchase Manual(V2) of Medical Department

The Paradip Port Trust Hospital is following the manual of procedures for procurement of Drugs/Chemicals/Reagents/Surgical/Lab. Items/Surgical Sundries/X-Rays Films/ECG Ancillaries/Appliances/Instruments/ Others items, required for patient care, from the FY 2016-17. The 1st version was approved by the Chairman on Seventeenth October, 2015.

The manual has been hailed by auditors for ISO certification and has stood the test of the time. There have been a few amendments to it, which reflects the dynamism with changing of times.

This version incorporates all the amendments and some other minor modifications in the procedures, though the basic principles remain same. The manual will be available physically in the Medical Department and in Port website for inspection by anyone concerned. The purpose is to bring transparency in procurement of the aforesaid products for the PPT Hospital use.

The Manual will be followed, until and unless revised by the competent authority.

Approved on this day,

The Twenty fifth September, 2017

Sd/-

Rinkesh Roy
Chairman,
Paradip Port Trust

Amendments to the Manual

Chief Medical Officer has the right to make any amendment/modification, whenever required in consultation with Hospital Technical Committee after due approval by the Chairman of Port trust. Till such time the manual cannot be changed/alterd in any manner.

Amendment Record

Chapter No.	Page No.	Effective Date	Amendment Details

Chief Medical Officer

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CHAPTER-1

1. Introduction

PART - I.

PURPOSE & OBJECTIVES

Paradip Port Trust Hospital is committed to fair, open and competitive process in the procurement of Drugs/Chemicals/Reagents/Surgical/Lab. Items /Surgical Sundries/X-Rays Films/ECG Ancillaries/Appliances/Instruments/Other items of highest standard for health care. The purpose is to make available the health care products of highest standard to its' beneficiaries in a cost-effective manner. The selection of the manufacturers/vendors will be very stringent to maintain the quality objectives. The drugs/other related products/consumables will be stocked in adequate quantities. The Chief Medical Officer Paradip Port Trust and his team will leave no stone unturned to select, procure and stock the health care products of highest standard for the benefit of the hospital users in a very transparent way.

The "Purchase Manual" provides the essential information on Standard Operating Procedure for facilitating procurement, distribution and related operations in Paradip Port Trust Hospital. This document is intended to guide the manufacturers/suppliers and other stakeholders directly or indirectly involved in these activities. It also intends to help in understanding of the procurement processes and achieving uniformity in the operation that is to be followed by the Paradip Port Trust Hospital.

Chief Medical Officer

PART- II. ABBREVIATIONS

1	PPT	Paradip Port Trust
2	CMO	Chief Medical Officer, Paradip Port Trust
3	SMO	Medical Officer I/C of Medical Store
4	SR.DCMO	Senior Deputy Chief Medical Officer, Paradip Port Trust
5	DCMO(SPL)	Deputy Chief Medical Officer, Paradip Port Trust
6	SR.M.O (SPL)	Senior Medical Officer (Specialist), Paradip Port Trust
7	SR.M.O(GD)	Senior Medical Officer (General Duty), Paradip Port Trust
8	MO	Medical Officer, Paradip Port Trust
9	AM	Assistant Manager, Medical Store
10	HP	Head Pharmacist, Medical Department, Paradip Port Trust
11	Sr. Ph.	Senior Pharmacist, Medical Department, Paradip Port Trust
12	STORE	Medical Store, Paradip Port Trust Hospital
13	LAB	Hospital Laboratory
14	FY	Financial Year
15	FA & CAO	Financial Advisor & Chief Accounts Officer, Paradip Port Trust
16	CME	Chief Mechanical Engineer, Paradip Port Trust
17	HMS	Hospital Management Software
18	FD	Finance Department
19	CVO	Chief Vigilance Officer, Paradip Port Trust
20	Chairman	The Chairman, Paradip Port Trust
21	Deputy Chairman	The Deputy Chairman, Paradip Port Trust

PART- III.**KEY DEFINITIONS & TERMINOLOGIES**

The terms having specific meaning for the purpose of this manual are defined as below:

“Port” the Paradip Port Trust.

“Chairman” the Chairman, Paradip Port Trust.

“Dy. Chairman” the Deputy Chairman, Paradip Port Trust.

Hospital Technical Committee: Committee, constituted (Please refer Chapter 3) for the purpose of scrutiny of records related to registration of firms, selection of products (Please refer Chapter-7) and preparation of technical specifications of products/equipments to be purchased for the use of Paradip Port Trust Hospital.

Tender Committee: Committee constituted for the evaluation of quoted tenders.

Head of Charge: Budget provision for the purchase of items.

Purchaser: Purchaser means the Paradip Port Trust.

Purchase: Purchase means an order for supply and delivery of medicines, surgical items and other medical supplies, which are required to be used for patient care in the different sections of hospital.

Annual Tender: Annual Tender means an annual consolidated tender of the Medical Store, for the rate contract of medicines, surgical products and other related items for procurement.

Supplementary Tender: Supplementary Tender, refer to a tender floated by the Purchaser, when the Annual tender falls short of demands/supply.

Registered Firms: Registered firms means, Vendors/Manufacturers/Firms which are registered/empanelled and prequalified with Paradip Port Trust Hospital to participate in the tenders of the Department, after scrutiny and recommendation of the Hospital Technical Committee as per the prescribed procedure.

Local Purchase: Any purchase made locally by the Chief Medical Officer in exigencies or because of non-availability of products in the Medical Store.

E-Tender facilitator: An agency which is in contract with PPT for processing an e-tender or a service provider.

CHAPTER-2

2. Constitution of Hospital Technical Committee for procurement of drugs/chemicals/surgical products etc. and equipments/instruments

- 2.1.** There will be a minimum number of nine members in the Technical Committee constituted by the Chief Medical Officer.
- 2.2.** The CMO is the Chairman of the Committee.
- 2.3.** The Medical Officer I/C of the store is the convener of the Hospital Technical Committee.
- 2.4.** Any Medical Officer, nominated by the CMO and approved by the Chairman will work as Medical Officer I/C of the store (SMO) in addition to his job for a ***maximum period of 3 years***. There will not be any extra remuneration for the work, and it will be part of his job.
- 2.5.** Sr. DCMO/DCMOs/Sr. MOs will be the Ex-officio members of the Committee.
- 2.6.** CMO may nominate all the doctors of the Hospital to the Hospital Technical Committee for selecting the molecules/drugs and other items, or, may nominate such number of MOs of which the Committee falls short of nine members.
- 2.7.** Committee may be reconstituted, keeping in view of the incumbency position of doctors in all the categories, when nine members are not available.
- 2.8.** For the procurement of equipments/machines there will be a Hospital Technical Committee, consisting of 4 members, M.O. I/C of Store as convener, CMO as chairman, one from Sr. DCMO/DCMO/Sr. MO and the user doctor/section.

CHAPTER-3

3. Responsibilities of the Hospital Technical Committee

The committee will be convened by the convener of the Hospital Technical Committee, between **August-September** of the financial year for the selection & finalization of the desired procurements for the coming FY.

- 3.1.** The Hospital Technical Committee, after detailed discussions, as far as possible finalizes molecules/drugs/products in generic (Allopathic System) required for hospital use, from the information collected from all the doctors of the hospital, Visiting Consultants and professional representatives. They may drop any suggestion made by any doctor with proper justification.
- 3.2.** The Committee may take the views of the “Part-Time Visiting Consultants” for any drug; they may feel essential for their prescription.
- 3.3.** Also, the Committee may take the view/views of the technicians of the user department, in absence of an in-house doctor in the particular discipline, for their requirements.
- 3.4.** They should try to select minimum number of drugs, which are widely prescribed; instead of costly and/or occasionally used drugs. However, drugs for cancer patients and patients suffering from grave diseases may be selected for rate contract, though might be required occasionally; so that, those can be procured with a short notice.
- 3.5.** Generic drugs with USFDA approval will have priority over branded drugs. Generic drugs/products approved by the Central Drug Standard Control Authority, India will be treated at par with the branded drugs. The committee will gather this information from the pre-qualified drug manufacturers or authentic sources.
- 3.6.** They should mention in the selected list, specifying it e.g. Gemcitabine (USFDA/Generic) or Ciprofloxacin (USFDA/Generic) to avoid ambiguity. But, a branded drug can also compete for selection for that category.
- 3.7.** Generic drugs without USFDA/Central Drug Standard Control Authority approval may not be selected at all, except, if only one manufacturer is available or a propriety drug/product, which may clearly be certified by the Committee.
- 3.8.** The Committee may try to select minimum, even one drug only from a class of drug, e.g. Esomeprazole from PPI group of drugs or Famotidine from H₂ Inhibitors.
- 3.9.** Before recommending for tender, the Committee may also go through the rate contract items available in DGS&D and may recommend for direct purchase from the approved vendors.

- 3.10.** Technical Committee recommends for empanelment/pre-qualification of Firms to participate in the tenders of the PPTH; may get opinion from the Finance Department or FA & CAO on finance related documents of the manufacturers/Firms for the purpose.
- 3.11.** The Committee recommends for amendments to the Purchase Manual, as and when required.
- 3.12.** The Committee recommends for procurement of equipments/instruments, finalizes technical specifications and terms & conditions for such procurements.
- 3.13.** The Committee scrutinizes the tenders for equipments/instruments as regards technical specifications and terms & conditions on behalf of the Medical Department and assists the Tender Committee.
- 3.14.** The Committee reviews and recommends suitable modifications in brands or purchase of a specific brand considering the availability of the products with the pre-qualified vendor, last purchased brand to the Medical Store or availability of quality product in the market.
- 3.15.** The Committee also reviews the non-quoted products after finalization of a tender and recommends suitable modifications to get the product to the Hospital through rate contract.

CHAPTER-4

4. Constitution of Tender Committee

The Tender Committee is nominated by the Chairman, PPT.

- 4.1.** There will be a minimum of 3 members in the Tender Committee;
 - (i) A technical expert with the required knowledge and expertise in tender from other department, the CME.
 - (ii) The FA & CAO
 - (iii) The CMO

CHAPTER-5

5. Responsibilities of the Tender Committee

- 5.1 The CMO will convey the date, time and venue of opening of the tender to all other members as per NIT. The tenders will be opened in presence of the Tender Committee Members. All the pages of the bids received will be signed by the members of the Tender Committee and any cuttings/corrections will be encircled and attested.
- 5.2 During the finalization of the tenders received, the Tender Committee members will evaluate the tenders received; normally, the lowest bidder will be chosen and recommended to the competent authority for approval of the rate contract.
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CHAPTER-6

6. Expression of Interest (EOI) of manufacturers/Authorized Distributors/ Suppliers for pre-qualification and Registration with the Hospital.

- 6.1.1.** “Expression of Interest” from the manufacturers/authorized distributors may be sought for short-listing and registering of their Firms with the PPT hospital. The list so prepared may be valid for 5 years from the date of approval by the competent authority. Any addition or deletion of names may be recommended by the Technical Committee to the competent authority for approval during November to December of a calendar year to be effective from the next financial year.
- 6.1.2.** This EOI will be widely published through letters to the manufacturers and the representatives attending to the doctors; will also be published in Port Website and Gazette.
- 6.2. Terms & Conditions for empanelment /Pre-qualification**
- 6.2.1. Mandatory Conditions**
- (i) The manufacturers/firms or those firms depend on third party manufacturing will have to submit Valid WHO-GMP/GMP/CGMP/COPP certificate of the manufacturer.
[GMP (By & large will not be accepted)]

This certificate with validity must be provided each year in month of August/September, even if, initially the Firm is registered for five years; without which, the Firms will not be allowed to participate in the tenders for the ensuing Financial Year. The Firm must promptly inform the PPTH about expiry of the certificate and effort to acquire the extension of validity.

- (ii) The Manufacturers must hold valid and up-to-date manufacturing licenses in specified forms for various categories of allopathic drugs, issued by the Central Drugs Standard Control under the provisions of Drugs and Cosmetics Act, 1940 and amendments there upon. Valid Manufacturing License (Own & Loan License) of the Firm must be provided.
- (iii) “No conviction certificate” or “NOC” from the State Drug Controller according to the Drugs and Cosmetics Act 1940 and amendments there upon. The manufacturer must not have been debarred/banned/blacklisted/de-empanelled by any Government/Ministry/PSE for any reason connected with tender/rate contract/supply of the products in the last three years.
- (iv) Must be willing to supply branded drugs or generic drugs approved by USFDA/Central Drug Standard Control Authority, India.
- (v) Willingness duly signed by the authorized representative of the Firm to accept the Hospital Technical Committee’s right to reject or cancel registration/offer without assigning any reason thereof.
- (vi) Information on mode of marketing, i.e. direct or through authorized agency.
- (vii) Willingness for rate contract for 1 year; during which period the rate remains firm & fixed, and no escalation is allowed.
- (viii) Willingness to pass the benefit of rate cut (Revised downwards) to PPTH (Paradip Port Trust Hospital) under the provisions/recommendation of NPPA (National Pharmaceutical Pricing Authority) or any other regulation/provision/scheme that may be enforced after the rate contract.
- (ix) Willingness to accept purchase orders to be sent to them in the email ID provided by them for the purpose.
- (x) Willingness to supply medicines and other items having long expiry date, at least 1 year at the time of supply. Otherwise, those will not be accepted, except in special situations with consent of the MO i/c of the Medical Store. It will not be applicable to the laboratory reagents that are manufactured with short expiry dates e.g. 6 months.
- (xi) The Firm must provide drug analysis report with each batch of supplied medicines, preferably from a NABL accredited laboratory located in India at his own cost. No product will be accepted without

a drug analysis report. The Firm must also provide Quality Assurance Certificate for the batch of the product, wherever available or demanded by PPT Hospital.

- (xii) Willingness to get any particular product tested in a NABL accredited Laboratory at any point of time at their own cost, on demand from the CMO and provide the report at the earliest possible.
- (xiii) Willing to accept back medicines nearing expiry date, sent to them before 3 months of the actual date of expiry; supply fresh batch of drugs or to adjust value in the next bill.
- (xiv) In case, any item is banned by Government after its' supply, the supplier must take back such item and refund the cost thereof.
- (xv) After the acceptance of quotation, appointment of any other C & F Agent/Distributor for PPT Hospital supply will be allowed only with permission of the CMO PPT.
- (xvi) Willingness to supply the required items at the doorstep of PPT hospital in good condition and up to the satisfaction of the pharmacist I/C of the Medical Store at their expense. They must not request PPT Hospital for any other documents or certificates etc. required in connection with the transportation and supply of the required products to the PPT Hospital.
- (xvii) Willingness to stamp/print/label the items/strips, ***“Paradip Port Trust Hospital Supply, Not for sale”*** prominently. Same stickers may be provided to hospital to attach on insulin vials/cartridges that are supplied in sealed packs. Stickers having the same label may be provided for indented items required in small quantities with the consent of the MO I/C of Medical Store, for which printing on the strips may not be possible.
- (xviii) Willingness to supply the required items preferentially during short supply of some items or during disasters etc.
- (xix) The list of drugs manufactured/marketed under their license for which they want to enter into rate contract.
- (xx) Date of launching of the products in the market and Market standing of the same from the Drug Controller.
- (xxi) Provide list of Government, Semi-Government, PSU and institutions to which the Firm is supplying its' products, supported by work order for the same.
- (xxii) Import license in Form No. 10 (According to rule 23 & 27), if available.
- (xxiii) Provide a copy of Goods and Services Taxpayer Identification Number (GSTIN).

- (xxiv) Certificate duly filled by the Auditor/CA to the effect that the manufacturer/marketing Firm has an annual turnover of Rs.10.00 Crores (Rupees Ten Crores) or more in each year for last 3 years.
- (xxv) Must provide a copy of PAN allotted to firm.
- (xxvi) Undertaking to the effect that the quoted price will not be more than the institutional price.
- (xxvii) All the supporting documentary evidence should be signed by authorized signatory/attested by Notary Public.
- (xxviii) The company/vendor is required to supply the rate contract items within 30 (Thirty) days from the receipt of purchase order, failing which another 7 (Seven) days can be allowed by the MO I/C of the Medical Store with written request from the Firm in difficult/unforeseen situations. However, if any item is not supplied within a time period of 45 (Forty five) days and there is no response from the Firm, first the offer will be given to matched L1 (Vendor willing to supply the product at L1 rate), failing which L-2 firm or L-3 firm (On ascending order). The Firm can be banned by the CMO from quoting the same product/products in the future tenders, though that can be revoked after specific request with reasonable cause from the authorized official of the Firm. In such case, the Firm must provide an undertaking/affidavit under signature of a Notary Public, clearly mentioning not to repeat the same mistake in future.
- (xxix) The Pharmaceuticals companies will disclose any payments made or any payment proposed to be made to any intermediaries (agents etc.) in connection with the tenders. They will also have to disclose any conflict of interest involving the tender.
- (xxx) Must provide an undertaking to accept all the terms and conditions for empanelment/pre-qualification with the PPT Hospital in the format provided in Annex-I.

6.2.2. Participation in the tender will mean that the Firm has accepted all the terms and conditions of the tender.

6.2.3. Desirable conditions

- (i) USFDA approval Certificate (For Drugs/manufacturing units) if any, may be submitted.
- (ii) ISO accreditation certificate.
- (iii) Information on their specific products or position of the Firm listed in the AC Nielsen ORG-MARG ranking list.
- (iv) Information on their specific products with CE Mark/I.M.S. Analysis etc.
- (v) Details of Research & Development facilities and list of original research molecules/formulations developed.
- (vi) Investments of firm in infrastructure, Research and Development.

6.2.4. Firms must be willing to accept the following conditions to decide Lowest Quote in Tender in special situations: In case of multiple Firms offering same rate for same item in the tender, preference will be given to the Firm fulfilling the following desirable conditions in the order as mentioned below. If, many Firms fulfill the conditions, tender will be awarded to the Firm, who was in rate contract and supplied the items satisfactorily in the previous year; failing which, the quantity in the tender will be equally distributed among them.

- (i)** USFDA Approval
- (ii)** Import License in Form No 10 (According to Rule 23 & 27).
- (iii)** ISO accreditation
- (iv)** If, higher in the list in AC Nielsen report

6.2.5 Any violation of any of the terms and conditions of empanelment/pre-qualification will make the firm liable for de-empanelment from Paradip Port Trust Hospital or action as decided by the competent authority. The matter will be intimated to the Drug Controller, PSUs, other Major Ports, Indian Ports Association, Govt. of India and H&FW Department.

6.2.6 Any canvassing, illegal gratification or bribing in any form, by any Firm will make the Firm liable for action as deemed proper.

6.2.7 Any dispute arising out of the process of procurement shall be subject to the jurisdiction of Paradip where the administration office of PPT is situated.

Annex-i

A certificate in the following format is essential below the terms and conditions for pre-qualification/registration;

I/we.....on behalf of.....willing to accept all the terms & conditions for prequalification/registration with the Paradip Port Trust, to participate in the tenders for medicines/surgical items/laboratory items/X-ray items etc. Please register the Firmaddress.....Nodal Officer/Contact person.....Mobile number.....Landline number..... Email.....Fax.....

Place:

Date:

Name:

For:.....

Official Seal

CHAPTER-7

7. Item-wise selection of Drugs/Chemicals/Reagents/Surgicals/ Lab. Items/Surgical Sundries/X-Rays Films/ECG Ancillaries/ Appliances/Instruments/Others items, required for patient care and listing:

7.1. Items to be Procured

- 7.1.1.** Drugs.
- 7.1.2.** Combination of drugs.
- 7.1.3.** Chemicals/laboratory reagents.
- 7.1.4.** Other requirements of Lab. such as test tubes/kits/cards etc.
- 7.1.5.** Surgical Items.
- 7.1.6.** Suture materials/Tubes/Saline Attachments/Syringes/Needles etc.
- 7.1.7.** Surgical Sundries.
- 7.1.8.** X-Rays Films/CR Films/Developers etc.
- 7.1.9.** Rectified Sprit.
- 7.1.10.** ECG papers.
- 7.1.11.** Appliances.
- 7.1.12.** Equipments/Instruments.
- 7.1.13.** Any other items not specified above, and required.

7.2. The Hospital Technical Committee, after detailed discussions will finalize molecules/drugs in generic/combination of drugs (Allopathic System), Vendors & Quantity required for hospital use (based on consumption of the previous FY) and information collected from all the doctors of the hospital& Part Time Visiting Consultants.

7.3. Before recommending for tender, the Committee may go through the rate contract items available in DGS&D and may recommend for direct purchase from the approved vendors.

7.4. Item wise list and the annual required quantity will be prepared by the Hospital Technical Committee in the Month of September-October for concurrence and approval of the budget.

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CHAPTER-8

8. Approval of the Chairman for the purchase of the items

- 8.1.** The list of items/products finalized by the Hospital Technical Committee will need the approval of the Chairman, PPT.
- 8.2.** The list of pre-qualified manufacturers/firms/authorized distributors will also be send to the Chairman for approval.
- 8.3.** Sanction is to be accorded by the Chairman, PPT for inviting tenders according to the Lists of items, to be procured for the next FY.

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CHAPTER -9

9. Tender process: E-Tender, Failing which, procurement on institutional price

- 9.1.1.** As per the approval of the Chairman, CMO invites Limited Tenders, from among the prequalified Firms for the purpose (Annual Tender) for the selected & approved products through e-tender in the e-procurement site of NIC. E-Tender Notice for the ***ensuing*** FY will be published in the month of ***November-December***. The main scope for this e-procurement is to set a high public procurement standard through transparent, fair and competitive procurement process.
- 9.1.2.** If, some products remain non-quoted in the Annual E-Tender, the Department again goes for Supplementary Tender/tenders as Open/Limited Tender through E-Tender Process.
- 9.1.3.** If, after the supplementary tenders, some products still remain non-quoted, the CMO can procure the products on the institutional price after recommendation of the HTC for specific product/products/brands and approval of the Chairman, PPT.

9.2. Preparation of Tender Documents

It is to be ensured during the preparation of tender documents that greater emphasis is placed on the creation of specifications and terms of reference. Tender documents shall contain the following:-

9.2.1 Tender Notice: Notice inviting vendors will be published in Port's website with details mentioned below to bid for the Tender floated by the Hospital. The Tender Notice will also be dispatched by post/email to all those registered vendors, who have been pre-qualified.

- Details of the Tender
- Instructions to the Bidders for submitting the Tender (will be available in the Port's Website and E –Tendering Portal Site.)
- Last date of submission of the Tender will be as per the Tender Notice.
- Tender Opening Date.

9.2.2 Price Bid Format

9.2.3 Instructions to the Vendors/Tenderers

9.2.4 Terms & Conditions

9.2.5 Payment Conditions

- (i) Payment for the procurements will be made within 30 days after the satisfactory receipt of materials with the bills in triplicate in the Medical Store, subject to the certification of Medical Officer in charge of Store/Pharmacist I/C of Store, PPT. The bill may be addressed to the Chief Medical Officer, PPT. However, if payment of bill is delayed beyond 30 days for any reasons, the firm shall not be entitled for claiming any interest.
- (ii) Payments will only be made to the respective vendors, registered with the Paradip Port Trust Hospital, through e-payment mode. Therefore, the following details should be furnished along with the invoice at the time of registration of the firm:
 - Name of registered vendor & address
 - Name of Bank
 - Name of Branch
 - Account Number
 - IFSC Code
 - One cancelled chequeleaf (in original) of the registered vendor
 - PAN No. of the registered vendor and copy of PAN card.
 - Email address
 - Telephone No. (2 Nos.)/Mobile Phone Number
 - Person to be contacted in case of any problem with the mobile number.

CHAPTER-10

10.1. PROCEDURE FOR E-TENDER

- The following documents will be sent to E-Tender facilitator, for floating the Tender in the E –Tendering Portal.
 - The list of sanctioned items (Manufacturer wise list)
 - E-Tender Notice
 - List of prequalified manufacturers/suppliers
 - Price Bid Format
- Chief Medical Officer will be provided with a Digital Signature for publishing & opening of the Tender in the E –Tendering Portal.
- E- Tender Notice will be published in the Paradip Port Trust Website also.
- **Participation of prequalified manufacturer/supplier in tender floated with www.eprocurement.gov.in/eprocure/APP is free of any charge. The vendors will get user ID & Password after they login with their Digital Signature.**
- The firms have to submit their bid in the Price Bid Format only.

10.2.Tender Committee & Selection of vendors for the supplies

10.2.1 Tender will be opened in presence of all the Tender Committee members that comprises of the following or as approved by the Deputy Chairman/Chairman, PPT;

- FA & CAO (Member of E-tender Committee PPT)
- CME (Member of E-tender Committee PPT)
- CMO

All the pages of the bids received will be signed by all the members of the Tender Committee and any cuttings/corrections will be encircled and attested by all the members of the Tender Committee.

10.1.2. The E-Tender facilitator will prepare comparative statement containing the offers/bids for each product & L1 offers; submit to the CMO.

10.1.3. According to the specifications (Lowest bidder) L1 quote is selected and L2, L3 Firms (In ascending order) are to be kept in reserve/waiting for procurement. If the L1 vendor fails to supply or backs out, in that scenario, the offer will be given to matched L1 (the bidder who match the rate of L1 or willing to supply the product at L1 rate), failing which L-2 firm or L-3 firm (On ascending order) shall be considered for supply.

10.1.4. The comparative statement & the selected L1/L2 offers will be submitted before the Tender committee for evaluation and finalization.

10.1.5. Normally, this process will be completed within 45 days from the opening of the Tender.

CHAPTER -11

11. Finalization of rate contract by Tender Committee

- 11.1.** The Tender committee evaluates the offers, after detailed discussions and scrutiny of the comparative statements.
- 11.2.** They will finalize the items to be purchased from the tenders received.
- 11.3.** They will also calculate the total estimated cost for the purchase.
- 11.3.2.** The Committee may keep L2 offer in waiting/reserve, so that required items may be procured without any further approval, in case of L1 offer becomes a defaulter for any unforeseen reason. In that scenario, the offer will be given to matched L1 (the bidder who match the rate of L1 or willing to supply the product at L1 rate), failing which L-2 firm or L-3 firm (On ascending order) shall be considered for supply.
- 11.4.** In case of multiple Firms offering same rate for same item in the tender, preference will be given to the Firm fulfilling the following desirable conditions in the order as mentioned below;
 - (i) USFDA Approval
 - (ii) Import License in Form No-10 (According to Rule 23 & 27).
 - (iii) ISO accreditation.
 - (iv) If listed in ORG-MARG Analysis/CE Mark/I.M.S. Analysis etc.
- 11.5.** If, many Firms fulfill the above conditions, tender will be awarded to the Firm, who was in rate contract and supplied the items satisfactorily in the previous year; failing which, the quantity in the tender will be equally distributed among them.

CHAPTER -12

12. Approval by the Chairman of the rate contract of successful vendors/suppliers

- 12.1.** The approximate total estimated cost to purchase the selected items along with the recommendations of the tender committee are to be sent for approval of the Chairman, PPT for awarding the Rate Contract for 1(one) year.
- 12.2.** Normally this process can be completed within a week after the Tender Committee Meets.

CHAPTER-13**13. Intimation to the suppliers/vendors for accepting the offers**

- 13.1.** The name of the successful vendors who have been awarded the tenders will be published in the NIC/Portal of the e-tender facilitator and the same will be intimated by post/e-mail also.
- 13.2.** The successful vendors should submit in writing to the Chief Medical Officer that they have accepted the offer.

CHAPTER-14**14. Placing of requirement with suppliers**

- 14.1.** After the approval of the Chairman, the awarded tenders will be uploaded in the Store Module (HMS), if available. Normally, this process can be completed within 15 days after getting the approval from the Chairman.
- 14.2.** Purchase Orders are placed according to the requirement to the registered Suppliers/distributors or the Manufacturers. List of medicines with quantity to be purchased are prepared by the store pharmacist through physical verification & going through the expenditure register from time to time. The Asst. Manager/Pharmacist I/C of Medical Store (According to the prevailing situation and vacancy position) prepares the List of medicines from the approved rate contract booklet containing list of firms and medicines on L1 basis, after taking approval of the MO I/C medical Store and places the Purchase Order with the distributors/Firms under signature of the CMO.
- 14.3.** Distributors/Firms will supply the medicines by their own arrangement with a Challan & Bill. The medicines are received by the Store Pharmacist and entered in the Receipt Register on the same day. After scrutinizing the bills and physical verification of the medicines, it is updated in the stock ledger on the same day. The stock ledger is counter signed by the MO I/C store.

CHAPTER -15

15. Receiving the items in Store

- 15.1.** It should be supplied at the doorstep at the cost of the manufacturer/supplier.
- 15.2.** The items will be received in the Medical Store after physical verification of the products as regards the names, content, quality, quantity and expiry date by the pharmacist I/C of Store.
- 15.3.** Damage, if any found, must be replaced by the party within 1 week; otherwise the cost of the same will be deducted from the bill.
- 15.4.** Only medicines with long expiry i.e. more than 1 year will be accepted.
- 15.5.** The Pharmacist I/C of Store will make entry in the HMS Module (If, installed).

CHAPTER-16

16. Release of Payments to the suppliers.

- 16.1.** After the satisfactory receipt of materials in the medical store with bill addressed to Chief Medical Officer, in triplicate and subject to the certification by Medical Officer in charge of Store, the bills are sent to the Accounts Section of the Medical Store.
- 16.2.** The Accounts Section of Medical Store, after verification of the bills, will send those to the Finance Department, PPT for releasing of the payment within 15 days from the receipt of the bills from the Pharmacist I/C of medical Store.
- 16.3** Payment for the procurements will be made within 30 days after the satisfactory receipt of materials with the bills in triplicate in the Medical Store, subject to the certification of Medical Officer in charge of Store/Pharmacist I/C of Store, PPT. The bill may be addressed to the Chief Medical Officer, PPT. However, if payment of bill is delayed beyond 30 days for any reasons, the firm shall not be entitled for claiming any interest.

16.4 Payments will only be made to the respective vendors, registered with the Paradip Port Trust Hospital, through e-payment mode. Therefore, the following details should be furnished along with the invoice at the time of registration of the firm:

- Name of registered vendor & address
 - Name of Bank
 - Name of Branch
 - Account Number
 - IFSC Code
 - One cancelled cheque leaf (in original) of the registered vendor
 - PAN No. of the registered vendor and copy of PAN card.
 - Email address
 - Telephone No. (2 Nos.)/Mobile Phone Number
 - Person to be contacted in case of any problem with the mobile number.
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CHAPTER-17

17. Return of nearing expiry drugs to the suppliers & Getting credit note or recovery of the dues from the suppliers

- 17.1.** Medicines nearing expiry by next 3 months will be returned to the Supplier for replacement with fresh batch, if required by the Hospital.
- 17.2.** The cost of such returned medicines will be deducted from the outstanding bills; if, no outstanding bills available, the amount is to be refunded to the hospital by the Firm.
- 17.3.** As per the tender conditions Paradip Port Trust will accept medicines having long expiry dates only.
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CHAPTER-18

18. Action to be taken in case, a supplier on rate contract, fails to supply

- 18.1.** The company/vendor is required to supply the rate contract items within **30 (Thirty)** days of receipt of purchase order, failing which another 7 (Seven) days can be allowed by the **Mo I/C Medical Store on** written request from the Firm in difficult/unforeseen situations. However, if any item is not supplied within a time period of 45 (Forty five) days and there is no response from the Firm, the Firm is liable to be debarred from participation in the future tenders of PPT for such a term as decided by the Chairman of the Port Trust. Such debarment will also be informed to all other major Ports/IPA/Govt. of India/Drugs Controller.
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CHAPTER -19**19. PURCHASE OF EQUIPMENTS/MACHINE**

- 19.1** There will be a Hospital Technical Committee (as per Chapter 2, clause 2.8) to prepare the specification for the equipments/machines need to be purchased.
- 19.2** The Technical Committee will finalize the specifications for the equipments/machine.
- 19.3** Budgetary quote will be collected for preparation of estimate.
- 19.4** Proposal will be sent to the Chairman for approval, after concurrence of the Finance Department.
- 19.5** After getting necessary sanction from the Chairman the finalized specifications with the description of the equipment/machine, NIT will be floated with the Tender notice & Tender documents in the E-Tender Portal /Wizard.
- 19.6** There will be a pre-bid meeting depending on the equipment for purchase.

The Pre bid conference may be convened by the procurement authority for the equipments/machines only. The purpose of a Pre-Bid conference is to allow the bidders to seek clarifications on the tender documents, if any, by meeting with the Technical Committee of Paradip Port Trust Hospital.

The date and venue of the pre- bid conference is to be indicated in the bid document. The bidders who have already purchased the bid documents are entitled to get a copy of minutes of the pre-bid conference. Minutes of the Pre Bid Conference shall be uploaded on the Ports Web Site. Once these specifications and/or terms and conditions are frozen subsequent to the conclusion of the pre-bid conference, no further representation/clarifications from the bidders will be entertained.

- 19.7** Opening of the Tender in presence of the Tender Committee Members
- 19.8** Post bid meeting for negotiation, if any (Normally, discouraged).
- 19.9** Finalization of the lowest bid by Tender Committee, after scrutiny by the Hospital Technical Committee for equipments.
- 19.10** The L1 bid with necessary recommendations of the tender committee will be sent for approval of the Chairman.
- 19.11** After getting sanction from the Chairman, Purchase order will placed to the successful bidder.
- 19.12** Payment will be made according to rules; and subject to satisfactory installation and functioning of the equipment/machine in the hospital.

CHAPTER-20

20. **Local/emergency purchase of requirements of hospital for patient care, if needed**

20.1 The Chief Medical Officer has powers to purchase medicines worth Rs.5,000-00 in emergency and Rs.50,000-00 through spot purchase committee.

CHAPTER-21

21. **Empanelment of Local Chemists and druggists for supply of medicines and surgical etc.**

21.1. Expression of Interest for Empanelment of Local Chemist and Druggist for Supply of Medicines to the PPT Hospital those are not in PPT Hospital Stock; can be done every year on following terms and conditions:

- (i) The Firm will be selected on maximum discount (H1) offer over the MRP of the medicines and surgical required by the Paradip Port Hospital. The minimum ***discount being @ 20% over the MRP (Inclusive of all taxes)-deleted.***
- (ii) It needs to be supplied to the doorstep of the PPT Hospital in very good condition subject to the fullest satisfaction of the Sr. Pharmacist or Pharmacist I/C of Medical Store without any extra cost.
- (iii) It is to be supplied based on the Purchase Order placed by the Medical Store within 6 hours of placing the order.
- (iv) Medicines having expiry date for more than 1 year should be provided.
- (v) The medicines should come with proper bill and should be of the brand prescribed, if alternative with same composition is offered, approval of the M.O. I/C of the Store is to be taken.
- (vi) Normally, the bills will be paid within 1 month of the receipt of the bills, but the Firm cannot claim any interest for any delay in payment.
- (vii) The contract can be terminated from either side by giving one month's notice
- (viii) Any dispute arising out of the process of procurement shall be subject to the jurisdiction of Paradip where the administration office of PPT is situated.
- (ix) The Tenders shall be submitted strictly in accordance with the instructions to vendors and terms & conditions as above.
- (x) The CMO reserves the rights to reject /cancel/postpone part or whole of the quotation at any stage of the tender, which will be binding on all bidders.

CHAPTER -22

22. Fresh selection and procurements in the middle of a Financial Year

22.1. Any new product for a disease, not having satisfactory treatment, with highest safety margin than the previous one in the group and/or being innovative, may be selected by the Hospital Technical Committee once in a year (*August-September*).

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PARADIP
Dated: 25.09.2017

Sd/-
(Dr. Prahallad Panda)
Chief Medical Officer