



VISAKHAPATNAM PORT TRUST
MEDICAL DEPARTMENT
NOTICE INVITING TENDER (NIT)

1. ORGANIZATION : VISAKHAPATNAM PORT TRUST
2. DEPARTMENT : MEDICAL DEPARTMENT, VPT
3. NIT NUMBER : S/MED/Procurement of Drugs/ 2019 Dt.29.12.2018
4. NAME OF THE WORK : Procurement of drugs for the year 2019 for the port employees and their dependents and retired employees
5. ESTIMATED AMOUNT PUT TO TENDER : Rs.4,98,35,432/-
6. PERIOD OF COMPLETION : 1 year from the date of issue of purchase order
7. FORM OF CONTRACT AND CLASS OF CONTRACT : Only manufacturers
8. BIDDING TYPE : Open
9. BID CALL NO : 1st call
10. TYPE OF QUOTATION : Two cover
11. TRANSACTION FEE : Rs.1500/- (payable to FA&CAO,VPT payable at Visakhapatnam)
12. AVERAGE ANNUAL TURNOVER (during last three financial years) : Rs.1.5 Cr
13. EMD/BID SECURITY : 2 % on quoted value
14. EMD/BID SECURITY PAYABLE TO : FA&CAO,VPT (payable at Visakhapatnam)
15. PRE BID MEETING : Dt.18.01.2019 at 14.30 Hours, CMO's Office
16. BID DOCUMENT DOWN LOADING START DATE : Dt.29.12.2018 from 16.00 Hours
17. BID DOCUMENT DOWNLOADING END DATE : Dt.30.01.2019 upto 13.00 Hours
18. LAST DATE AND TIME FOR RECEIPT OF BIDS : Dt.30.01.2019 upto 16.00 Hours
19. BID VALIDITY : 120 days
20. PRE QUALIFICATION/TECHNICAL BID OPENING DATE : Dt.31.01.2019 after 10.00 Hours at G.J.Hospital.
21. OFFICER INVITING BIDS : Chief Medical Officer , VPT
22. BID OPENING AUTHORITY : Dy.Chief Medical Officer ,
23. ADDRESS : Golden Jubilee Hospital, Medical Department, VPT, Visakhapatnam, Andhra Pradesh, India
24. CONTACT DETAILS : 0891-2876015, 2876142, 2876017, 2876037
(8.30 a.m to 5.00 p.m)

The tenderers have to upload the tender documents from the VPT website (<http://vpttenders.gov.in>). Details of average annual turnover shall not be less than 1.5 Cr for last 3 (three) years ending 31st March of previous financial year, are to be duly certified by the chartered accountant. If any amendments or addendums issued before opening of the tenders will be hoisted on the website and the same may be looked in the VPT Website (<http://vpttenders.gov.in>). Further clarifications, if any, can also be obtained from CMO's Office, VPT.

CHIEF MEDICAL OFFICER

1) **PROCEDURE FOR BID SUBMISSION :**

- a. Bids shall be submitted online on VPT e-procurement website (vpttenders. gov.in) platform.
- b. The participating bidders in the tender should register themselves free of cost on e-procurement platform (<http://vpttenders.gov.in>). Bidders can log-in to e- procurement platform in secure mode only by signing with the Digital signature certificates. Digital Signature Certificates can be obtained from one of the Authorized Certifying Authority, such as SIFY (www.safescrypt.com) / Tata Consultancy Services (www.tcs.ca.tcs.co.in) / n code(www.ncode solutions.com) etc., The bidders, who are desirous of participating in e-procurement shall submit their bids as per the standard formats available at the site(vpttenders.gov.in).
- c. The bidders should scan and upload copies of Document in support of Registration as contractor and Demand drafts towards EMD and Transaction fee. The bidders shall sign on all the documents uploaded by him owning responsibility for their correctness / authenticity.
- d. After uploading the documents, original Demand Drafts in respect of transaction fee and EMD are to be submitted by the bidders to the Tender Inviting Authority, so as to reach on or before the date of opening of technical bid. Failure to furnish the “original hard copies of transaction fee and EMD” on or before the date of opening of Technical bid will lead to summary rejection of the Bid. The hard copies of uploaded documents and originals of the same for verification shall be submitted by the successful bidder before awarding of the work. The VPT shall not hold any risk on account of postal delay. Similarly, if any of the certificates, documents etc., furnished by the tenderer are found to be false / fabricated / bogus, the successful bidder will be suspended from participating in tenders on e-procurement platform for a period of three years.
- e. The VPT will not hold any risk and responsibility for non-visibility of the scanned and uploaded documents.
- f. The Documents that are uploaded online on VPT e-procurement website (vpttenders.gov.in) will only be considered for Bid Evaluation.
- g. Any other condition regarding receipt of tenders in conventional method appearing in the tender documents may please be treated as “not applicable”.
- h. The bidder shall authenticate the bid with his digital signature certificate for submitting the bid electronically on e-procurement platform and the bids not authenticated by digital signature certificate of the bidder will not be accepted on the e-procurement platform.
- i. The successful bidder found defaulting in submission of hard copies of uploaded certificates / documents, within the stipulated time i.e. before concluding the agreement or if any variation is noticed between the uploaded documents and the hard copies submitted by the successful bidder, the successful bidder will be suspended from participating in the tenders on e-Procurement platform for a period of three years.

- 2) Even though the Tenderers meet the qualifying criteria, they are liable to be disqualified /debarred / suspended / blacklisted, if the following is observed: -
- a. Furnished false / fabricated particulars in the forms, statements and / annexure submitted in proof of the qualification requirements and/or
 - b. Not turned up for entering into agreement when called upon.
 - c. Record of poor percentage such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc. and/or
 - d. Participated in the previous bidding for the same work and had quoted unreasonably high tender rates and / or
 - e. The work was awarded to the Contractor based on false / fake certificates of experience submitted by them.
- 3) A tenderer / Bidder submitting a Tender or Bid which the tender accepting authority considers excessive and or indicative of insufficient knowledge of current prices or definite attempt of profiteering will render himself liable to be debarred permanently from tendering or for such period as the tender accepting authority may decide. The tenderer overall rate should be based on the controlled prices for the materials, if any, fixed by the VPT or the reasonable prices permissible for the tenderer to charge a private purchaser under the provisions of clause-6 of the hoarding and profiteering prevention ordinance of 1943 as amended from time to time and on similar principle in regard to labour supervision on the construction.
- 4) **One Tender per Tenderer:** Each Tenderer shall submit only one Tender for the work. A Tenderer who submits more than one Tender will cause dis-qualification of all the Tenders submitted by the Tenderer.
- 5) **Last date / time for Submission of the Tenders:** Tenders must be submitted not later than the date and time specified in the NIT. In the event of the specified date / time for the submission of bids declared as holiday, the bids will be received / opened on the next working day.
- 6) **Tender Opening and Evaluation:**
- a. The tenderers or their authorized representatives can be present at the time of opening of the tenders. Either the tenderer himself or one of his representative with proper authorization only will be allowed at the time of tender opening. If any of the tenderer is not present at the time of opening of tenders, the tender opening authority will, on opening the tender of the absentee tenderer, reads out and record the deficiencies if any, which shall be binding on the tenderer.
 - b. The technical bid containing qualification requirements will be evaluated by the tender committee and the minutes are recorded, which will be signed by the tender committee.

7) **Clarification on the Technical Bid.**

The tender opening authority may call upon any Tenderer / Bidder for clarification on the statements, documentary proof relating to the technical bid. The request for clarification and response thereto shall be in writing and it shall be only on the qualification information furnished by the Tenderer. The clarification called for from the tenderers / Bidders shall be furnished within the stipulated time

8) **Price Bid Opening:**

- a. Only the Price Bids of qualified Tenderers whose technical Bids are found satisfying the eligibility criteria shall be opened in the presence of the qualified Tenderers / Bidders who ever is interested or their authorized representatives present on the date and time fixed.
- b. The Price Bid of the Unqualified Tenderers will not be opened. After finalization of the Tender the EMD of the unsuccessful / disqualified bidders will be returned.
- c. Tenders shall be scrutinized in accordance with the conditions stipulated in the Tender document. In case of any discrepancy of non-adherence to the Conditions, the decision taken by the Tender committee on tenders shall be final.

9) **Evaluation and Comparison of Price Bids:**

The Tender Committee will evaluate and compare the price bids of all the qualified Tenderers.

- 10) Information relating to the examination, clarification, evaluation and comparison of Tenders and recommendations for the award of a contract shall not be disclosed to Tenderers or any other persons not officially concerned with such process until the awarding of the work to the successful Tenderer has been announced by the tender accepting authority. Any effort by a Tenderer to influence the processing of Tenders or award decisions may result in the rejection of his Tender.

- 11) Tenders will be finalized by the Chief Medical Officer / VPT according to the delegation of powers vested with him.

- 12) If any amendment or addendum is issued before opening of the tenders and the same may be looked in the VPT website and any further clarification can also obtained from CMO's Office / VPT.

SPECIAL INSTRUCTIONS TO THE BIDDERS

Instructions to bidders for online e-bid submission through e-tendering and e-procurement

The Visakhapatnam Port Trust (VPT) is introducing e-procurement and e-tendering system from 1st January 2011. The port has adopted the software of NIC for this purpose. The bidders are requested to note these changes and make themselves ready for e-procurement and e-tendering.

The following instructions are to be followed for online submission of bids by the bidders:

1. Bidder should do the registration in the tender site <https://vpttenders.gov.in> using the option available. Then the Digital Signature registration has to be done with the e – token, after logging into the site. The e-token may be obtained from one of the authorized Certifying Authorities such as SIFY (www.safescrypt.com)/ Tata Consultancy Services (www.tcs-ca.tcs.co.in)/Code (www.ncodesolutions.com) etc.
2. Bidder then login to the site through the user id/ password chosen during registration.
3. The e – token that is registered should be used by the bidder and should not be allowed for misuse by others.
4. The Bidders can update well in advance, the documents such as certificates, purchase order details etc. under My Documents option and these can be selected as per tender requirements and then send along with bid documents during bid submission.
5. After downloading / getting the tender schedules, the Bidder should go through them carefully and submit the documents as asked, otherwise, the bid will be rejected.
6. If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account of the corrigendum's published before submitting the bids online.
7. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/xls/rar/dwf formats. If there is more than one document, they can be clubbed together.
8. Bidder should get ready the EMD as specified in the tender. The original should be posted/couriered /given in person to the Tender Inviting Authority, within the bid submission date & time for the tender.
9. The bidder should read the terms & conditions and accepts the same to proceed further to submit the bids.
10. The bidder has to submit the tender document online, well in advance, before the prescribed time to avoid any delay or problem during the e-submission process.

11. After the bid submission, the acknowledgement number, given by the e – tendering system, should be printed by the bidder and kept as a record of evidence for online submission of the bid for the particular tender.

12. The details of the Earnest Money Deposit document submitted physically to the Dept and the scanned copies furnished at the time of bid submission online should be the same, otherwise, the Tender will be summarily rejected.

13. The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced, during the submission of bids online by the bidders at their end.

14. The bidder should submit the bid documents by online mode, through the site <https://vptenders.gov.in> to the TIA as indicated in the tender.

15. The tendering system will give a successful bid updation message after uploading all the bid documents submitted & then a bid summary will be shown with the bid no , date & time of submission of the bid with all other relevant details. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening date.

16. Bidder should log into the site well in advance for bid submission so that he submits the bid in time i.e. on or before the bid submission end time. If there is any delay, due to other issues, bidder only is responsible.

17. Each document to be uploaded through online for the tenders should be less than 2MB. If any document is more than 2 MB, it can be uploaded. However, if the file size is less than 1 MB, the transaction uploading time will be very fast. The total size of the documents, put together, should be less than or equal to 12 MB.

18. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.

19. The bidder should submit the relevant documents asked against the technical and financial cover portions and in case of irrelevant documents, the bid is liable for rejection.

20. The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e –Procurement system. The bidders should follow this time during bid submission.

21. All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during the bid submission & not be viewable by any one until the time of bid opening. Overall, the submitted tender documents become readable only after the tender opening by the authorized individuals.

22. The confidentiality of the bids is maintained since the secured Socket Layer 12 B bit encryption technology is used. Data storage encryption of sensitive fields is done.

23. The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) option in the browser.

24. Bidder can resubmit the bid on line as many times as possible within the Bid Submission end date and time.

25. Bidder can withdraw the bid submitted online within the bid submission end date and time, and the withdrawn bid can't be resubmitted.

26. For any clarifications on the e-Procurement system, please contact Visakhapatnam Port Trust e-procurement cell by mail/phone/in person