ISO 9001 : 2008

PARADIP PORT TRUST

Manual

of

Procedure

for

Procurement of

Drugs/Chemicals/Reagents/Surgical/

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

Ancillaries/Appliances/Any other items for patient care.

For

Paradip Port Trust Hospital, Paradip.

Approved by the Chairman
Paradip Port Trust
on dt.17/10/2015

Issued by the Chief Medical Officer

Paradip Port Trust

Official Website: www.paradipport.gov.in

Preface to The Purchase Manual of Medical Department

Since, Paradip Port Trust Hospital is ISO 9001:2008 certified, it is felt that a manual of procedures for procurement of Drugs/Chemicals/Reagents/Surgical 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

M.T.KRISHNABABU
Chairman,
Paradip Port Trust

Amendments in 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 in any manner.

AMENDMENT RECORED

Chapter No.	Page No.	Effective Date	Amendment Details

Chief Medical Officer

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Chief Medical Officer

CHAPTER-1

1. Introduction

PART I.

PURPOSE & OBJECTIVES

Paradip Port Trust Hospital is committed to fair, open and competitive process in the procurement of items of highest standard for the hospital. The purpose is to make available the health care of highest standard to its' beneficiaries by providing medicines & other related healthcare products of highest quality in a cost-effective manner. The selection of the manufacturers will be very stringent to maintain the quality objectives. The drugs/other related consumables will be stocked in adequate quantities. The Chief Medical Officer Paradip Port Trust and the team of doctors 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 "Procurement 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 directly 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

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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(GD)	DEPUTY CHIEF MEDICAL OFFICER(GENERAL DUTY), PARADIP PORT TRUST
6. DCMO(SPL)	DEPUTY CHIEF MEDICAL OFFICER (SPECIALIST), PARADIP PORT TRUST
7. SR.M.O(SPL)	SENIOR MEDICAL OFFICER (SPECIALIST), PARADIP PORT TRUST
8. SR.M.O(GD)	SENIOR MEDICAL OFFICER (GENERAL DUTY), PARADIP PORT TRUST
9. MO	MEDICAL OFFICER, PARADIP PORT TRUST
10. AM	ASSISTANT MANAGER, MEDICAL STORE
11. HP	HEAD PHARMACIST, MEDICAL DEPARTMENT, PARADIP PORT TRUST
12. SrP	SENIOR PHARMACIST, MEDICAL DEPARTMENT PARADIP PORT TRUST
13. STORE	MEDICAL STORE, PARADIP PORT TRUST HOSPITAL
14. LAB	HOSPITAL LABORATORY
15. FY	FINANCIAL YEAR
16. SR.DY.MM	SENIOR DEPUTY MATERIALS MANAGER, PARADIP PORT TRUST
17. FA & CAO	FINANCIAL ADVISOR & CHIEF ACCOUNTS OFFICER, PARADIP PORT TRUST
18. CME	CHIEF MECHANICAL ENGINEER, PARADIP PORT TRUST
19. HMS	HOSPITAL MANAGEMENT SOFTWARE
20. FD	FINANCE DEPARTMENT
21. EDP	ELECTRONIC DATA PROCESSING DEPARTMENT
22. CVO	CHIEF VIGILANCE OFFICER, 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 Dy. 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 items (Please refer Chapter 7) to be purchased for the use of Paradip Port Trust Hospital.

Tender Committee: Committee constituted for the evaluation 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 order of the Medical Store, for the supply of medicines, surgical items and other medical supplies.

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 with Paradip Port Trust Hospital, after scrutiny and recommendation of the Hospital Technical Committee as per the prescribed procedure.

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

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

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CHAPTER-2

2. Constitution of Hospital Technical Committee

2.1. There will be a minimum of nine members in the Technical Committee.

2.2. CMO will be the Chairman of the Committee.

2.3. The Medical Officer I/C of the store will be the convener of the Hospital Technical Committee.

2.4. Any Medical Officer, nominated by the CMO and approved by the Chairman will work as SMO in addition to his job for a period of 2 years.

2.5. The tenure may be extended for another 1 year with approval of the Chairman.

2.6. There will not be any extra remuneration for the work, and it will be part of his job.

2.7. Sr. DCMO/DCMOs/Sr. MOs will be the Ex-officio members of the Committee.

2.8. CMO may call all the doctors to participate in a meeting for selecting the molecules/drugs and other items, or, may nominate such number of MOs, of which the Committee falls short of nine members.

2.9. Committee may be reconstituted, keeping in view of the incumbency position of doctors in all the categories.

2.10. For purchase of equipments/machines there will be a core committee/technical committee consisting of 4 members from the "technical Committee"; namely the I/C of Store as convener, CMO as chairman, one from Sr. DCMO/DCMO/Sr. MO and the user doctor.

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CHAPTER-3

3. Responsibilities of the Hospital Technical Committee

The committee will be convened by the convener of the Hospital Technical Committee, between Nov-Dec. 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 will as far as possible finalize molecules/drugs in generic/combination of drugs (Allopathic System) required for hospital use, from information collected from all the doctors of the hospital and the Visiting Consultants. They may drop any suggestion made by any doctor with proper justification.

3.2. 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 may be selected at rate contract, though may be occasionally required; so that, it can be procured with a short notice.

3.3. Generic drugs with USFDA approval will have priority over branded drugs. The committee will gather this information from the pre-qualified drug manufacturers, while requesting for EOI (Expression of interest).

3.4. 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.

3.5. Generic drugs without USFDA approval or "branded generic drugs" may not be selected at all, except, if only one manufacturer is available or a propriety drug, which may clearly be certified by the Committee.

3.6. 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.

3.7. 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.

3.8. The Committee may take the views of the "Part-Time Visiting Consultants" for any drug; they may feel essential for their prescription.

3.9. 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.

3.10. Technical Committee may get opinion from FA & CAO for finance related documents of manufactures before pre-qualifying any firm/manufacturer.

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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.
4.2. A technical expert with the required knowledge and expertise from other departments/(CME).
4.3. FA & CAO.
4.4. CMO.

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CHAPTER-5

5. Responsibilities of the Tender Committee

5.1 The CMO will decide the date, time and venue of opening of the tender. 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; and the lowest bidder will be chosen.

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CHAPTER-6

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

"Expression of Interest" from the manufacturers/authorized distributors may be sought for short-listing and registering of their Firms with the 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 done from November to December of a calendar year for the coming financial year, by the Technical Committee.

This EOI will be widely published through letters to the manufacturers and the representatives attending to the doctors; will be published in Port Website and Gazette.

Terms & Conditions for empanelment /Pre-qualification

Mandatory Conditions

1. The manufactures/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)]
2. They should provide:
    a. 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.
    b. Willingness for rate contract for 1 year.
    c. Willingness to accept purchase orders to be sent to them in the email ID provided by them for the purpose.
    d. 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.
    e. Information on mode of marketing, i.e. direct or through authorized agency.
    f. Willing to accept back medicines nearing expiry date sent to them before 3 months of the expiry date & willingness to adjust in the next bill.
    g. 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 transport and supply of the required items in the PPT Hospital.

h. 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 packs and sealed. 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.
i. Willingness to pass the benefit of rate cut to PPT under provisions of NPPA (National Pharmaceutical Pricing Authority) or any other regulation/provision that may be enforced after the rate contract.
j. Willingness to supply the required items preferentially during short supply of some items or during disasters etc.
k. The list of drugs manufactured/marketed under their license for which they want to enter into rate contract.
l. "No conviction certificate" or "NOC" from the State Drug Controller according to the Drugs and Cosmetics Act 1940. The manufacturer should not have been debarred or blacklisted for any item in the last five years.
m. VAT Clearance Certificate.
n. Certificate duly filled by the Auditor/CA to the effect that the principal manufacturing unit has an annual turnover of Rs.10.00 Crores (Rupees Ten Crores) or more in each year for last 3 years..
o. The Manufactures should hold valid and up-to-date manufacturing licenses in specified forms for various categories of allopathic drugs, issued by the drug control Authority of the State under the provisions of Drugs and Cosmetics Act, 1940.
p. Copy of PAN allotted to firms.
q. Undertaking to the effect that the quoted price will not be more than the institutional price.

3. All the supporting documentary evidence should be signed by authorized signatory/attested by Notary Public.
4. The company/vendor is required to supply the rate contract items within 21 (Twenty One) days from the receipt of purchase order, failing which another 7 (Seven) days can be allowed by the Chief Medical Officer with written request from the Firm in difficult/unforeseen situations. However, if any items 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 debarring will also be informed to all other major Ports/IPA/Govt. of India/Drugs Controller.

5. Risk-Purchase

If the vendor fails to supply or expresses inability to supply any rate contract item after finalization of the rate contract that leads to purchase from other Firms/Local purchase, the Firm must be willing to bear the differential amount for the quantity in the rate contract, by adjusting the amount in the next bill or paying directly; failing which, the Firm will be liable to be debarred from participation in the future tenders of PPT. Such debarring will also be informed to all other major Ports/Indian Ports Association (IPA)/Govt. of India/Drugs Controller.

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

Desirable conditions

1. Firms must submit drug analysis report for each batch of medicines, they are supplying.
2. USFDA approval Certificate (For Drugs/manufacturing units) if any, may be submitted.
3. ISO accreditation certificate.
4. Information on their specific products listed in the ORG-MARG Analysis/CE Mark/I.M.S. Analysis etc.
5. Date of launching of the products in the market and Market standing of the same.
6. Details of Research & Development facilities and list of original research molecules/formulations developed.
7. List of Government, Semi-Government, PSU and institutional supply.
8. Investments of firm in infrastructure, Research and Development.
9. Form No. 10 (According to rule 23 & 27).

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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;

1. USFDA Approval
2. Import License in Form no 10 (According to rule 23 & 27).
3. ISO accreditation
4. If listed in ORG-MARG Analysis/CE Mark/I.M.S. Analysis etc.

If, many Firms full fill the above conditions, tender will be awarded 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.

Any violation of the above conditions will make the firm liable for debarring/blacklisting from participating in the tenders of Paradip Port Trust for 5 years. The matter will be intimated to the Drug Controller, PSUs, other major Ports, Indian Ports Association, Govt. of India and H&FW Department.

Any canvassing, illegal gratification or bribing in any form, by any Firm will make the Firm liable for action deemed proper.
The pharmaceutical Firms shall give an undertaking that they have not made any payment or illegal gratification to any person/authority connected with the contract process, so as to influence the contract process and have not committed any offence under the PC Act in connection with the bid.
The Pharmaceuticals companies will disclose any payments made or any payment proposed to be made to any intermediaries (agents etc.) in connection with the bid.
The legal jurisdiction of this contract shall be Kujang, Odisha only.

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 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 Firm……..address……...

……Nodal Officer/Contact person……..

Mobile number……Landline number……

Email……...Fax……

Place…….....

Date……..
Name……

For……..

Official Seal

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CHAPTER-7

7. Item-wise selection of Drugs/Chemicals/Reagents/ Surgical Items/Surgical Sundries/X-Rays Films/ECG Ancillaries/Appliances/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
7.1.4. Other requirements of Lab. such 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
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 Technical Committee in the Month of December.

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CHAPTER-8

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

8.1. The list of items finalized by the Hospital Technical Committee will be send to the Chairman, through FA & CAO & Dy. Chairman for perusal & approval.

8.2. The list of pre-qualified manufacturers/firms/authorized distributors will also be send to the Chairman for approval.

8.3. Sanction is accorded by the Chairman 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, manual tender.

9.1. As per the approval of the Chairman, CMO invites Limited Tenders (Annual Tender), from among the prequalified Firms for the selected & approved items through E- Procurement. E-Tender Notice for the coming FY will be floated in the Middle of January. The main scope for this E-procurement is to set a high public procurement standard through transparent, fair and competitive procurement process.

9.2. If Annual E-Tender falls short of any items, Hospital again goes for Supplementary Tender as Open/Limited Tender through E-Tender Process.

9.3. If Supplementary Tender falls short for certain items, CMO invites Tenders through Manual Procedure. (Though the same is not recommended by the CVC guidelines, considered as exigency).

9.4. 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:-

9.4.1Tender Notice

A 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 (A minimum of 30 days will be allowed for bidding)
- 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.
- The Chief Medical Officer reserves the rights to reject /cancel/postpone, part or whole of any quotation, at any stage of the tender, which will be binding on all bidders.

9.4.2. Price Bid Format
9.4.3. Instructions to the Vendors
9.4.4. Terms & Conditions
9.4.5. Payment Conditions

- 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.
- 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.

The pharmaceutical Firms shall give an undertaking that they have not made any payment or illegal gratification to any person/authority connected with the contract process, so as to influence the contract process and have not committed any offence under the PC Act in connection with the bid.
The Pharmaceuticals companies will disclose any payments made or any proposed to be made to any intermediaries (agents etc.) in connection with the bid
The legal jurisdiction of this contract shall be Kujang, Odisha only.

10 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 (Manufacture 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.

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CHAPTER-10

10. Selection of vendors for the supplies

10.1. Chief Medical Officer will open the tenders in presence of the following members,

- Tender Committee members
- Sr. Dy. M.M.(Member of E-tender Committee PPT)
- Director EDP.(Member of E-tender Committee PPT)

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.

10.2. The E-Tender facilitator will prepare a comparative statement, containing L1, L2, L3, L4 bids for each item; & L1 Offers are submitted to the CMO.

10.3. According to the specifications (Lowest bidder) L1 quote is selected and L2 is kept in reserve/waiting for exigencies.

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

10.5. Normally, this process can be completed within 15 days from the opening of the Tender.

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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.

11.4. 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 reasons.

11.5. 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.

11.6. If, many Firms full fill the above conditions, tender will be awarded 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.

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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 through FA & CAO, for awarding the Rate Contract for 1 years.

12.2. Normally this process can be completed within a week after the Tender Committee Meets.

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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 Port's Website 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.

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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/agents/distributors of the Manufacturers. List of medicines to be purchased are being 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 and places the Purchase Order with the distributors/Firms.

Distributors/Firms supply the medicines by their own arrangement with a Challan & Bill. The medicines are received by the Store Pharmacist and entered in the Receive 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.

There are 3 types of Purchase:-

Initial Purchase

- Initial purchase, which is the First Purchase Order to the Firms; the approximate quantity for consumption in the coming 3 months.

Balance Purchase

- As and when required**.**

Repeat Purchase

- Repeat Purchase arises when the requirement for the particular items exceeds the allotted quantity.

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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).

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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 FD, PPT for releasing of the payment.

16.3. Payment for the medicines will be made within 30 days

16.4. If payment of bill is delayed beyond 30 days for any reason beyond control, the firm shall not be entitled for claiming any interest.

16.5. Payments will only be made to the respective vendor/supplier registered with the Paradip Port Trust Hospital, through e-payment mode. So 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.)
- 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.

17.2. The cost of such returned medicines will be deducted from the next bill; if no further purchase is placed, the amount may be refunded to the hospital.

17.3. As per the tender conditions Paradip Port Trust will accept medicines having long expiry dates.

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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 21 (Twenty One) days of receipt of purchase order, failing which another 7 (Seven) days can be allowed by the Chief Medical Officer with written request from the Firm in difficult/unforeseen situations. However, if any items 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 debarring will also be informed to all other major Ports/IPA/Govt. of India/Drugs Controller.

18.2. If the vendor fails to supply or expresses inability to supply any rate contract item after finalization of the rate contract that leads to purchase from other Firms/Local purchase, the Firm must be willing to bear the differential amount for the quantity in the rate contract, by adjusting the amount in the next bill or paying directly; failing which, the Firm will be liable to be debarred from participation in the future tenders of PPT. Such debarring will also be informed to all other major Ports/Indian Ports Association (IPA)/Govt. of India/Drugs Controller.

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CHAPTER -19

19. PURCHASE OF EQUIPMENTS/MACHINE

19.1 There will be a core committee/technical committee (as per Chapter 2, clause 2.10) 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

19.4 Proposal will be sent to the Chairman for approval through Finance.

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 the 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

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.

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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. 20,000-00 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) offered 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).

(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 will be settled in the jurisdiction of courts at Kujang only.

(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.

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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 (Nov-Dec) and gets approval of the Chairman, may be included in the approved list of drugs.

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PARADIP
Dated :

(Dr.Prahallad Panda)
Chief Medical Officer