

ISO 9001:2008

COCHIN PORT TRUST

Manual

Of

Procedure

For

Procurement of

Drugs/Chemicals/Reagents/Surgical Items/

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

Ancillaries/Appliances/Any other items for patient care.

For

Cochin Port Trust Hospital, Cochin.

Approved By the Chairman

Cochin Port Trust

Issued by the Chief Medical Officer

Cochin Port Trust

Official Website: www.cochinport.gov.in

P R E F A C E TO THE MEDICAL DEPARTMENT PURCHASE MANUAL

Since Cochin Port Trust 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 for the Cochin Port Trust Hospital, Cochin, be prepared and followed.

This will have the approval of the Chairman, Cochin 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 CoPT 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 7th December, 2013.

Chairman, Cochin 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 RECORDED

| Chapter No. | Page No. | Effective Date | Amendment Details |
|-------------|------------|----------------|--|
| 1 | 22 | 31.05.2014 | Part III Key definitions & terminologies, Local Purchase |
| 6 | 23,24 & 25 | 31.05.2014 | Terms and conditions for empanelment/Pre-qualification, Clause 6.1 & 6.3, all other remaining clauses under Chapter – 6 are separated as mandatory and desirable conditions |
| 20 | 26 | 31.05.2014 | Local/Emergency Purchases, Clause 20.2 |
| 6 | 28 | 10.10.2014 | Terms and conditions for empanelment/Pre-qualification, Clause no.6.1.9 is inserted under Desirable conditions |
| 11 | 29 | 10.10.2014 | Finalization of rate contract by Tender Committee Clause no.11.5 is inserted |



Chief Medical Officer

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Chief Medical Officer

CHAPTER-1

1. Introduction

PART I.

PURPOSE & OBJECTIVES

Cochin Port Trust Hospital is committed to fair, open and competitive process, in the procurement of the hospital items of highest standard. 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 Cochin Port Trust and the team of doctors will not leave any stone unturned to select, procure and stock the health care products 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 Cochin Port Trust Hospital. This document is intended to guide the manufacturers/suppliers directly involved in these activities. It also intends to help in understanding the procurement processes and achieving the uniformity in the operation that is to be followed by the Cochin Port Trust Hospital.



Chief Medical Officer

PART II. ABBREVIATIONS

- | | |
|----------------|--|
| 1. CoPT | COCHIN PORT TRUST |
| 2. CMO | CHIEF MEDICAL OFFICER, COCHIN PORT TRUST |
| 3. SR.DCMO | SENIOR DEPUTY CHIEF MEDICAL OFFICER, COCHIN PORT TRUST |
| 4. DCMO(GD) | DEPUTY CHIEF MEDICAL OFFICER(GENERAL DUTY), COCHIN PORT TRUST |
| 5. DCMO(SPL) | DEPUTY CHIEF MEDICAL OFFICER (SPECIALIST), COCHIN PORT TRUST |
| 6. SR.M.O(SPL) | SENIOR MEDICAL OFFICER (SPECIALIST), COCHIN PORT TRUST |
| 7. SR.M.O(GD) | SENIOR MEDICAL OFFICER (GENERAL DUTY), COCHIN PORT TRUST |
| 8. MO | MEDICAL OFFICER, COCHIN PORT TRUST |
| 9. SK | STORE KEEPER, MEDICAL DEPARTMENT, COCHIN PORT TRUST |
| 10. ASK | ASSISTANT STORE KEEPER, MEDICAL DEPARTMENT COCHIN PORT TRUST |
| 11. STORE | MEDICAL STORE, COCHIN PORT TRUST HOSPITAL |
| 12. LAB | HOSPITAL LABORATORY |
| 13. FY | FINANCIAL YEAR |
| 14. SR.DY.MM | SENIOR DEPUTY MATERIALS MANAGER, COCHIN PORT TRUST |
| 15. FA & CAO | FINANCIAL ADVISOR & CHIEF ACCOUNTS OFFICER, COCHIN PORT TRUST |
| 16. CME | CHIEF MECHANICAL ENGINEER, COCHIN PORT TRUST |
| 17. HMS | HOSPITAL MANAGEMENT SOFTWARE |
| 18. FD | FINANCE DEPARTMENT |
| 19. EDP | ELECTRONIC DATA PROCESSING DEPARTMENT |
| 20. CVC | CHIEF VIGILANCE COMMISSION, COCHIN PORT TRUST |

PART III. KEY DEFINITIONS & TERMINOLOGY

The terms having specific meaning for the purpose of this manual are defined as below and other terminologies used in this manual have been listed in the Glossary.

“Port” the Cochin Port Trust.

“Chairman” the Chairman, Cochin Port Trust.

“Dy. Chairman” the Dy. Chairman, Cochin 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 Cochin 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 Cochin Port Trust.

Purchase: Purchase means an order for supply and delivery and as the case may be erection, testing and commission 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 Tenders, refer to an order placed by the Purchaser, when Annual tender falls short of demands.

Registered Firms: Registered firm means, a Vendor/Manufacturer/Firm which are registered with Cochin 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.

E-Tender facilitator: An agency which have been in contract with CoPT for the purpose of E-tender process.

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 i/c Medical Officer of the store will be the convener of the Hospital Technical Committee.
- 2.4. The post will rotate among Sr. DCMO I/Sr.DCMO II/DCMO (Spl.)/ DCMO (GD), in that order in an interval of two years.
- 2.5. If Sr. DCMO/DCMO posts are vacant due to any reason, one from Sr.MOs/MOs will be nominated by the CMO and approved by the Chairman for the post.
- 2.6. In the case of Sr. MO/MO, the tenure of I/c of Store will be for 2 years.
- 2.7. The tenure may be extended for another 1 year with approval of the Chairman.
- 2.8. There will not be any extra remuneration for the work, and it will be part of their work.
- 2.9. Sr. DCMO/DCMOs/Sr. MOs will be the Ex-officio members of the Committee.
- 2.10. CMO may call all the doctors to participate in a meeting for selecting the molecules of drugs and other items, Or, may nominate the number of MOs, the Committee falls short of nine members.
- 2.11. Committee may be reconstituted, keeping in view of the incumbency position of doctors in all the categories.
- 2.12. For purchase of equipments/machines there will be a core committee consisting of 4 members from “technical Committee”; namely the I/C of Store as convener, CMO as chairman, one from Sr. DCMO/DCMO/Sr. MO and the user doctor.

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 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) of Ciprofloxacin (USFDA/Generic) to avoid ambiguity. But, a branded drug may also compete for selection for that category, if also USFDA approved.
- 3.5. Generic drugs without USFDA approval 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 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 will get opinion from FA & CAO for finance related documents of manufactures before pre-qualifying any firm/manufacturer.

CHAPTER-4

4. Constitution of Tender Committee

The Tender Committee is nominated by the Chairman,

- 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.

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 by the members of the Tender Committee.
- 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.

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 with the hospital. The list so prepared may be valid for 4 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 in form of advertisement in National News Papers and local News Papers; through letters to the manufacturers and the representatives attending to the doctors; and will be published in Port Website.

Terms & Conditions for empanelment /Pre-qualification

- 6.1. The manufactures will have to submit
- Valid WHO certificate.*
 - GMP (By & large GMP Certificate will not be accepted)*
 - ISO accreditation*
 - FDA approval Certificate (For Drug/drugs & manufacturing units) if any, may be submitted.
- 6.2. Information for their specific products as per ORG, Marg Analysis/CE Mark/I.M.S. etc.
- 6.3. All the drug companies must have their own manufacturing units. They should provide list of drugs manufactured in their own manufacturing units, under their license. They will be eligible to quote for those drugs.*

- 6.4. “No conviction certificate” from the State Drug Controller stating that no case is pending against the firm, under the Drugs and Cosmetics Act 7 & Drugs Price Control order issued from time to time. The manufacturer should not have been barred/blacklisted for any item for last five years.*
- 6.5. Date of launching of items since the product is in the market.
- 6.6. VAT Clearance Certificate should be available.*
- 6.7. Sales Tax Registration and clearance certificate for the last three years from the concerned Sales Tax Officer.*
- 6.8. Income Tax Clearance certificate.*
- 6.9. The principal manufacturing unit should have annual turnover of Rs.10.00 Crores (Rupees Ten Crores) or more in each year for last 3 years. Certificate duly filled by the Auditor / CA.*
- 6.10. Details of Research & Development facilities and list of original research molecules / formulations developed.
- 6.11. List of Government, Semi-Government, PSU and institutional supply.
- 6.12. The Manufactures should hold valid 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.*
- 6.13. Copy of PAN allotted to firms.*
- 6.14. All the supporting documentary evidence should be signed by authorized signatory/attested by Notary Public.*
- 6.15. Willingness to accept that the Hospital Technical Committee reserves the right to cancel any firm without any reason assigned thereof.*
- 6.16. Mode of marketing, i.e. direct or through authorized agency.*
- 6.17. Investment of firm in infrastructure, Research and Development.*
- 6.18. Willingness for rate contract for 2 years.*
- 6.19. Willing to accept back medicines nearing expiry date (before 3 months) & adjust in the next bill.*
- 6.20. Supply will be made to the hospital in good condition and up to the satisfaction of the Store Keeper.*
- 6.21. The company/vendor is liable for barring/blacklisting for 5 years if does not supply the required rate contract items within 21 days of receipt of purchase order.*
- 6.22. All items should be stamped/printed/labeled as **“Cochin 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.*

- 6.23. Long Expiry date items, having more than 1 year at least, should be supplied.*

Items marked “*” are essential for getting considered for the selection to the list.

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/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 the previous FY consumption), based on 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.

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.

CHAPTER -9

9. Tender process: E-Tender, Failing which, manual floating of tender.

- 9.1. As per the approval of the Chairman, CMO invites Limited Tenders, prequalified for the purpose; (Annual Tender) for the selected & sanctioned items through E- Procurement vide E-Tender Notice for the FY in the Middle of January. The main scope for this E-procurement is to set a high public procurement standard through installing transparent, fair and competitive procurement processes.
- 9.2. If Annual E-Tender falls short of any items, Hospital again goes for Supplementary Tender as Open 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 exigencies).

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:-

9.4.1 Tender 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 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 bill in duplicate, at the Medical Store, subject to the certification of Medical Officer in charge of Store, CoPT. The bill may be addressed to the Chief medical Officer, CoPT. 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 Cochin Port Trust Hospital, through e-payment mode. So the following details should be furnished along with the invoice/at the registration time 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.

9.4.6. Integrity Pact

- 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 Cochin City, Kerala only.

9.1.1.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 (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 hosting & opening of the Tender in the E –Tendering Portal.
- E- Tender Notice will be published in the Cochin Port Trust Website also.
- The prequalified manufacturer/supplier have to get registered with the E-Tender facilitator. The vendors will get one time user ID & Password; and they should also have Digital Signature.
- The firms have to submit their bid in the Price Bid Format only.

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 CoPT)
 - Director EDP.(Member of E-tender Committee CoPT)
 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 items; & L1 Offers are submitted to 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 10 days of Opening of the Tender.

CHAPTER -11

11. Finalization of rate contract by Tender Committee

- 11.1. The Tender committee evaluates the L1 & L2 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.

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 is send for approval of the Chairman through FA & CAO, for awarding the Rate Contract for 2 years.
- 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 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.

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). 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 through the registered Suppliers/agents/distributors of the Manufacturers; or directly to the manufacturer. There are 3 types of Purchase:-

Initial Purchase

- Initial purchase, which is the First Purchase Order to the Manufactures; 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.

CHAPTER -15

15. Receiving the items in Store

- 15.1. It should be supplied to the door step at the cost of the manufacturer/supplier.
- 15.2. The items will be received in the Medical Store after physically verifying the products as regards the names, content, quality, quantity and expiry date by the Store keeper.
- 15.3. Damage if any found, should 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 SK/ASK will make entry in the HMS Module.

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 duplicate, and subject to the certification by Medical Officer in charge of Store; the bills are posted in the HMS module and sent to the Purchase section of the Medical Dept.
- 16.2.** The Purchase section of Medical Department, after verification of the bills, will send those to the Purchase section of FD,CoPT for releasing of the payment through the Software assigned for the same.
- 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 Cochin 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.

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 within the 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 Cochin Port Trust will need medicines having long expiry dates.

CHAPTER-18

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

- 18.1. The required items should be made available to the hospital within 21 days from the date of placing of the orders, failing which the firm will be liable to be barred/black listed for 5 years after approval of the Chairman. Such action will be published in the website of Cochin Port Trust and the position may be intimated to other Major Port Trusts, Govt. of India & the Drug Controller.

CHAPTER -19

19. PURCHASE OF EQUIPMENTS/MACHINE

All the hospital equipments will be purchased through Sr.Dy.M.M,

- 19.1. There will be a core committee (as per Chapter 2, clause 2.12) to prepare the specification for the equipments/machines need to be purchased.
- 19.2. The core committee will finalize the specifications for the equipments/machine.
- 19.3. Proposal will be sent to the Chairman for approval.
- 19.4. After getting necessary sanction from the Chairman the finalized specifications with the description of the equipment/machine will be forwarded to the Sr.Dy.M.M for procurement.
- 19.5. Sr.Dy.M.M will prepare the Tender Documents as per the requirement.
- 19.6. Sr.Dy.M.M will host the Tender notice & Tender documents in the E-Tender Portal Wizard.
- 19.7. 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 representatives of Cochin 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

- 19.8. Opening of the Tender in presence of the Tender Committee Members
- 19.9. Post bid meeting for negotiation
- 19.10. Finalization of the Lowest Bid by Tender Committee
- 19.11. The L1 Bid with necessary recommendations of the tender committee will be sent for approval of the Chairman.
- 19.12. After getting sanction from the Chairman, Purchase order will placed to the successful bidder.
- 19.13. 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. Chief Medical Officer has powers to purchase drugs, equipments, etc. without obtaining quotations up to Rs.2500/- at a time, required for emergent use in the Hospital limited to Rs.1,00,000/- in a FY year subject to quarterly ratification from Chairman, & in the case of life saving medicines for emergencies up to Rs.10,000/- in each case .
- 20.2. Purchase order can be made, on the recommendations of a duly constituted Local Purchase Committee, consisting of three members from the Hospital Technical Committee, nominated by the CMO and it can be purchased from the nearest supplier/state govt. dept. Medical store in exigency.

CHAPTER -21

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

- 21.1. 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 get approval from the Chairman, may be included in the approved list of drugs.

Acknowledgement

I acknowledge the co-operation of all Heads of Department of CoPT and special thanks to Mr.Manoj Chandran, Chief Vigilance Officer, CoPT & Mr.P.V.Thomas, Law Officer (Gr.I), CoPT, who have offered their invaluable opinion / suggestions in preparing this document. Also I express my sincere thanks to my colleagues in the Hospital, for their contribution in preparing this manual.

Cochin
Dated :



(Dr.Prahallad Panda)
Chief Medical Officer

PART III. KEY DEFINITIONS & TERMINOLOGY

The terms having specific meaning for the purpose of this manual are defined as below and other terminologies used in this manual have been listed in the Glossary.

“Port” the Cochin Port Trust.

“Chairman” the Chairman, Cochin Port Trust.

“Dy. Chairman” the Dy. Chairman, Cochin 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 Cochin 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 Cochin Port Trust.

Purchase: Purchase means an order for supply and delivery and as the case may be erection, testing and commission 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 Tenders, refer to an order placed by the Purchaser, when Annual tender falls short of demands.

Registered Firms: Registered firm means, a Vendor/Manufacturer/Firm which are registered with Cochin Port Trust Hospital, after scrutiny and recommendation of the Hospital Technical Committee as per the prescribed procedure.

Local Purchase: Local purchases are made by the Chief Medical Officer in exigencies and for non-quoted items in the annual tender.

E-Tender facilitator: An agency which have been in contract with CoPT for the purpose of E-tender process.

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 by the members of the Tender Committee.
- 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.

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 with the hospital. The list so prepared may be valid for 4 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 in form of advertisement in National News Papers and local News Papers; through letters to the manufacturers and the representatives attending to the doctors; and will be published in Port Website.

Terms & Conditions for empanelment /Pre-qualification

Mandatory Conditions

- 6.1 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)]
- 6.2 They should provide the list of drugs manufactured/marketed under their license, for which only they can quote.
- 6.3 “No conviction certificate” from the State Drug Controller according to the Drugs and Cosmetics Act 1940. The manufacturer should not have been debarred/blacklisted for any item for last five years.

- 6.4 VAT Clearance Certificate should be available.
- 6.5 Sales Tax Registration and clearance certificate for the last three years from the concerned Sales Tax Officer.
- 6.6 Income Tax Clearance certificate.
- 6.7 The principal manufacturing unit should have annual turnover of Rs.10.00 Crores (Rupees Ten Crores) or more in each year for last 3 years. Certificate duly filled by the Auditor / CA.
- 6.8 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.
- 6.9 Copy of PAN allotted to firms.
- 6.10 All the supporting documentary evidence should be signed by authorized signatory/attested by Notary Public.
- 6.11 Willingness to accept the Hospital Technical Committee's right to reject or cancel registration/offer of any firm without assigning any reason thereof.
- 6.12 Mode of marketing, i.e. direct or through authorized agency.
- 6.13 Willingness for rate contract for 1 year.
- 6.14 Willing to accept back medicines nearing expiry date (before 3 months) & adjust in the next bill.
- 6.15 Supply to the hospital in good condition and up to the satisfaction of the Store Keeper in their expense.
- 6.16 The company/vendor is required to supply the rate contract items within 21 days of receipt of purchase order.
- 6.17 All items should be stamped/printed/labeled as "***Cochin 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.
- 6.18 Long Expiry date items, having more than 1 year at least, should be supplied.

Desirable conditions

- 6.1.1 USFDA approval Certificate (For Drugs/manufacturing units) if any, may be submitted.
- 6.1.2 ISO accreditation.
- 6.1.3 Information on their specific products listed in the ORG-MARG Analysis/CE Mark/I.M.S. Analysis etc.
- 6.1.4 Firms should submit drug analysis report for each batch of medicines, they are going supply.
- 6.1.5 Date of launching of the products in the market and Market standing of the same.
- 6.1.6 Details of Research & Development facilities and list of original research molecules / formulations developed.
- 6.1.7 List of Government, Semi-Government, PSU and institutional supply.
- 6.1.8 Investments of firm in infrastructure, Research and Development.

- Any violation of the any of the conditions above will make the firm liable for debarring/blacklisting from participating in the tenders of CoPT for 5 years. The position may be intimated to the Drug Controller, PSUs, other major Ports, Govt. of India and Health & Family Welfare Department.

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:

7.3 Items to be Procured

- 7.3.1 Drugs
 - 7.3.2 Combination of drugs
 - 7.3.3 Chemicals
 - 7.3.4 Other requirements of Lab. such test tubes/kits/cards etc.
 - 7.3.5 Surgical Items
 - 7.3.6 Suture materials/Tubes/Saline Attachments/Syringes/Needles etc.
 - 7.3.7 Surgical Sundries
 - 7.3.8 X-Rays Films/Developers etc.
 - 7.3.9 Rectified Sprit
 - 7.3.10 ECG papers
 - 7.3.11 Appliances
 - 7.3.12 Equipments
 - 7.3.13 Any other items not specified above, and required.
- 7.4 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 the previous FY consumption), based on information collected from all the doctors of the hospital & Part Time Visiting Consultants.
- 7.5 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.
- 7.6 Item wise list and the annual required quantity will be prepared by the Technical Committee in the Month of December.

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

- 20.1 Chief Medical Officer has powers to purchase drugs, equipments, etc. without obtaining quotations up to Rs.2500/- at a time, required for emergent use in the Hospital limited to Rs.1,00,000/- in a FY year subject to quarterly ratification from Chairman, & in the case of life saving medicines for emergencies up to Rs.10,000/- in each case .
- 20.2 Local purchase: Local purchases are made by the CMO in exigencies and for non-quoted items in the annual tender. CMO invites “Expression of Interest” from Firms (Distributors/Chemists/Pharma Companies) for the supply of medicines/surgical items for hospital use. Interested firms are requested to express their interest for the supply of items on the following terms and conditions.
- 20.2.1 The medicines are to be supplied on the same day of request or within 12 hours.
- 20.2.2 It should have long expiry period.
- 20.2.3 These medicines will be delivered at their own cost in the hospital in very good condition, up to the satisfaction of the store keeper of the medical store.
- 20.2.4 Medicines will be prescribed in generic name, but branded or generic with USFDA approved products having least cost among the similar medicines need to be supplied by the Firm.
- 20.2.5 The medicines so supplied should be from a Company having WHO GMP/CGMP certificate.
- 20.2.6 Payment will be made within a week after receipt of medicines in good condition.

The suppliers will be selected based on maximum discount on M.R.P. offered by them, the minimum is 16%. Two firms will be empanelled by the tender committee for the purpose. In case the first firm unable to supply the item, the offer will go to the second firm in the list. Tender committee finalizes the name of firms (Distributors/Chemists/Pharma Companies) for the local purchase of items for a FY.

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 with the hospital. The list so prepared may be valid for 4 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 in form of advertisement in National News Papers and local News Papers; through letters to the manufacturers and the representatives attending to the doctors; and will be published in Port Website.

Terms & Conditions for empanelment /Pre-qualification

Mandatory Conditions

- 6.1 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)]
- 6.2 They should provide the list of drugs manufactured/marked under their license, for which only they can quote.
- 6.3 “No conviction certificate” from the State Drug Controller according to the Drugs and Cosmetics Act 1940. The manufacturer should not have been debarred/blacklisted for any item for last five years.
- 6.4 VAT Clearance Certificate should be available.
- 6.5 Sales Tax Registration and clearance certificate for the last three years from the concerned Sales Tax Officer.
- 6.6 Income Tax Clearance certificate.
- 6.7 The principal manufacturing unit should have annual turnover of Rs.10.00 Crores (Rupees Ten Crores) or more in each year for last 3 years. Certificate duly filled by the Auditor / CA.
- 6.8 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.
- 6.9 Copy of PAN allotted to firms.
- 6.10 All the supporting documentary evidence should be signed by authorized signatory/attested by Notary Public.

- 6.11 Willingness to accept the Hospital Technical Committee's right to reject or cancel registration/offer of any firm without assigning any reason thereof.
- 6.12 Mode of marketing, i.e. direct or through authorized agency.
- 6.13 Willingness for rate contract for 1 year.
- 6.14 Willing to accept back medicines nearing expiry date (before 3 months) & adjust in the next bill.
- 6.15 Supply to the hospital in good condition and up to the satisfaction of the Store Keeper in their expense.
- 6.16 The company/vendor is required to supply the rate contract items within 21 days of receipt of purchase order.
- 6.17 All items should be stamped/printed/labeled as "**Cochin 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.
- 6.18 Long Expiry date items, having more than 1 year at least, should be supplied.

Desirable conditions

- 6.1.1. USFDA approval Certificate (For Drugs/manufacturing units) if any, may be submitted.
- 6.1.2 ISO accreditation.
- 6.1.3 Information on their specific products listed in the ORG-MARG Analysis/CE Mark/I.M.S. Analysis etc.
- 6.1.4 Firms should submit drug analysis report for each batch of medicines, they are going supply.
- 6.1.5. Date of launching of the products in the market and Market standing of the same.
- 6.1.6. Details of Research & Development facilities and list of original research molecules / formulations developed.
- 6.1.7. List of Government, Semi-Government, PSU and institutional supply.
- 6.1.8. Investments of firm in infrastructure, Research and Development.
- 6.1.9. Form No. 10 (According to rule 23 & 27).
- In case of multiple Firms offering the same rate for same item in the tender, preference will be given to the Firm fulfilling the following desirable conditions in the order mentioned below;
 - 1. USFDA Approval
 - 2. Import License in Form no 10 (According to rule 23 & 27).
 - 3. ISO accreditation
- Any violation of the any of the conditions above will make the firm liable for debarring/blacklisting from participating in the tenders of CoPT for 5 years. The position may be intimated to the Drug Controller, PSUs, other major Ports, Govt. of India and H&FW Department.

CHAPTER -11

11. Finalization of rate contract by Tender Committee

- 11.1 The Tender committee evaluates the L1 & L2 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 the same rate for same item in the tender, preference will be given to the Firm fulfilling the following desirable conditions in the order mentioned below;
 - 1. USFDA Approval
 - 2. Import License in Form no 10 (According to rule 23 & 27).
 - 3. ISO accreditation

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 is send for approval of the Chairman through FA & CAO, for awarding the Rate Contract for 2 years.
- 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 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.
