

No.AB4-80221/16/DHS

Directorate of Health Services,
Thiruvananthapuram, Dt:20/10/2016.

TENDER AND CONTRACT -201

CIRCULAR

Sub:-HSD-Tender and contract 2017-18 -supply of dietary and allied articles to
Medical and Public Health Institutions in the state-reg.

Ref:-No.G.O No.332/69/HSD Dated:

It is informed that 16th January 2017 is fixed as the last date for the receipt of tenders for the supply of dietary and allied articles required in the Government Medical Institutions under the control of Director of the Health Services. Tenders will be received till 1PM on that day by the Head of Institutions.

All the District Medical Office of Health will arrange to publish a single short tender notification in the Government gazette and leading local dailies through P&ARD as usual inviting tenders in sealed covers for the supply of (i) dietary and (ii) allied articles. The Superintendent/Medical Officer in charge of the institutions will arrange for wide local publicity for the said notification by exhibiting it in the notice board of the institutions, forward copies there to the District Medical Officer of Health, Local Panchayath Officers, Village Officers, neighbouring Officers and other Medical Institutions within a radius of 10 KMs.

Controlled commodities need not be tendered. But they should be obtained on permit issued by authorities. The District Medical Officers of Health will furnish their requirements of tender forms, conditions of tender, schedule of dietary articles etc. required for the district in advance on or before 11.12.2016 to the stationery section of this office to enable the section to take timely action.

The Officers in charge of the institutions under the control of the District Medical Officer or Health will immediately furnish the details of their requirement of tender forms, conditions of tender and such other details to District Medical Officer of Health concerned. The sale of tender Forms should commence on 5.12.2016 and the sale of tender will be stopped by 14.1.2017 or the immediate proceeding working day of the date fixed for receipt of tender.

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The tender for the supply of dietary and non-dietary articles will be submitted by the tenders in separate sealed covers for each institutions vide G.O(MS)298/73/HSD Dated:15/12/1993.

Tender documents will be sold to the intending tenders who produce current solvency certificate in original by indicating to what extent they are solvent, from the Thahasildar of the Taluk. Where they reside along with the tender as per clause 18(b) of General conditions of special rules along with non encumbrance certificate obtained on or after 21/11/2016

The tender forms accompanied by conditions of tender schedule articles and preliminary agreement will be sold to the intending tenders only after noting their names, year and date of tender, the signature of the head of institutions and after affixing his office seal. Tender submitted in the form sold to the tenderer from the institutions for the tender alone should only considered.

The Head of the Institutions should attest every correction in the tender at the time of opening. The Time and date of receipt of tender should be noted by the officer opening the tender, in Tender forms and signed. As far as possible the cover should be opened by the medical officer in charge and no officer or specifically authorized by the Medical Officer in charge should open the tender.

As per clause 22 of the general conditions of tenderer, the tender should produce along with tender license issued in his name by the competent authority having jurisdiction over the area within which the institution is situated under the PFA rules in respect of those articles for the sale of which a license is required under these rules.

As regards milk and egg the District Medical Officer, of Health will take early action to ensure that the supply of these item to the Medical institutions in the respective Districts is arranged through Kerala Co-Operative Milk Marketing. Federation, Poultry Units of Harijan Welfare Beneficiaries, established by the Animal Husbandry Department and Egg Marketing Societies vide G.O(Rt)No.1773/83/H&FWD Dated:1/7/1983 as the case may be. These

items should be arranged through open tender, only in case of those agencies, express their inability to effect the supplies.

If the local market rates are lower than the rates quoted, the reasons, for the same is to be examined by the District Medical Officer of Health and substantiated with relevant documents. Specific recommendation should be submitted by the District Medical Officer of Health where proposals are furnished to this office.

The following guidelines should be strictly followed when tenders for diet are finalized.

1. When tender notice are published vide publicity should be given by issuing specific guidelines.
2. Local market rate of Tahasildar should be obtained before finalizing tender. No rate exceeding market rare should be accepted in any circumstances and if needed re-tender should be floated timely.
3. Negotiations with tenderers should be conducted to come down to the market rate.
4. Several discrepancies and irregular proceedings are noticed In observing Store purchase Rules and tender formalities and all the District Medical Officers of Health are directed to comply with the above instructions strictly.

Any liability or loss to Government is noticed in this regard, the liability will be fixed against the concerned officer.

Cost of the tender forms should be fixed in accordance with the provisions in Store Purchase Rules which is revised periodically.

Application form intending tenders requesting for exemption from remittance of FMD should be obtained and submitted so as to reach the Directorate on or before 29/12/2015 Application received after that date will not be considered.

The tender for the items required for each institutions may be fixed with reference to

1. G.O(MS)179/80/HD Dated:01/11/98.
2. G.O(MS)292/80/HD Dated:03/11/91.
3. G.O(MS)179/81/HD Dated: 08/06/82.
4. G.O(MS)335/81/HD Dated: 21/10/81.
5. G.O(MS)2361/83/H&FWD Dated:18/9/83
6. G.O(MS)113/02/H&FWD Dated:20/5/02.
7. G.O(MS)190/02/H&fWD Dated:16/07/02.

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The receipt of this circular should be acknowledged by return without fail. Tenders for the respective institution should be finalized in the month of January itself in respect of those items, the rate of which are within the sanctioning powers of the officers inviting tender. In other cases proposal for sanction should be submitted along with the original tender documents by the end of February 2016 itself.

sd/-

DIRECTOR OF HEALTH SERVICES

To

1. The District Medical Officer of Health,
Thiruvananthapuram/Kollam/Pathanamthitta/
Alappuzha/Kottayam/Idukki /Ernakulam/Thrissur
Palakkad/ Malappuram/Kozhikode/Wayanad/
Kannur/Kasaragod.
2. The Superintendent, SCD, Pulayanarkottah/Medical College
Hospital, Mulankunnathukavu, Thrissur/Leprosy Sanatorium,
Nooranadu, Koratty & Cheavayur.
3. The Director, T.B Centre, Thiruvananthapuram.

Copy to:

The record section is requested to take immediate action to keep sufficient stock of forms required and arrange for distribution in time.

//Approved for issue//



Senior Superintendent

SI/20/10/16