



DIRECTORATE OF HEALTH SERVICES
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Date:28-12-2024

TENDER AND CONTRACT – 2025- 2026

CIRCULAR

Sub:- HSD : Tender and Contract 2025-2026 – Supply of dietary and allied article to Medical and Public Health institutions in the state reg: -

Ref:-

It is informed that 30.01.2025 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 Health Services. Tenders will be received till 1 PM on that day by the Head of institutions.

All the District Medical Officer of Health Department will arrange to publish a single short tender notification in the Government gazette and leading local dailies through PRD 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 in the notice board of the institutions, forwarded copies to the District Medical Officer of Health, Local Panchayath Officers, Village Officers, Neighbouring Officers and other Medical institutions within a radius of 10 Km.

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 22.01.2025 to the stationary section of this office to enable the section to take timely action.

The Officer in charge of the institution under the control of the District Medical Officer of Health will immediately furnish the details of their requirements of tender forms, conditions of tender and such other details to District Medical Officers of Health concerned. The sale of Tender Forms should commence on 22.01.2025 and the sale of tender will be stopped by 29.01.2025 or immediate proceeding working day of the date fixed for receipt of tender.

The tender for the supply of dietary and non-dietary articles will be submitted by tenderers in separate sealed covers for each institutions vide GO(MS)298/73/HSD dated,15.12.1983.

Tender documents will be add to the intending tenderers who produce current solvency certificate in original by indicating to what extent they are solvent from the Tahsildar of the Taluk. Where they reside along with the tenders as per Clause 18 (b) of General Conditions of Special rules along with non-encumbrance Certificate obtained on or after 28-12-2024

The Tender documents accompanied by conditions of tender schedule article and preliminary arrangement will be sold to the intending tenders only after noting their names and date of tenders, the signature of the head of institutions and after affixing his office seal. Tenders submitted in the form sold to the Tenderer from the institutions alone should be 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 or an officer specifically authorized by the Medical Officer in Charge.

As per clause 22nd of the general conditions of tender, the tenderer 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 institution 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 01.07.1983 as the case may be. These items should be arranged through open tender, only in case if 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 substained 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 tender for diet are finalized.

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

Any liabilities or loss to Government 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 the exemption from remittance of EMD should be obtained and submitted so as to reach the Directorate of Health Services on or before 22.01.2025. 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 01.11.1998.
2. G.O.(MS) 292/80/HD, dated 03.11.1991.
3. G.O.(MS) 179/81/HD, dated 08.06.1982.
4. G.O.(MS) 335/81/HD, dated 21.10.1981.
5. G.O.(MS) 2361/83/H&FWD, dated 18.09.1983.
6. G.O.(MS) 113/02/H&FWD, dated 20.05.2002.
7. G.O.(MS) 190/02/H&FWD, dated 16.07.2002.

The receipt of this circular should be acknowledged by return without fail. Tenders for the respecting institutions should be finalized in the month of 10/03/2025 itself in respect of those items, the rate of which are within this sanctioning powers of the officers inviting tender. In other cases proposal for sanction should be submitted along with the original tender documents before the 10/03/2025 itself

Dr REENA K J

DIRECTOR OF HEALTH SERVICES,

Copy To:

1. The District Medical Officer
Health Thiruvananthapuram/Kollam/Pathanamthitta/Alappuzha/Kottayam/Iduk
Ernakulam/Thrissur/Palakkad/Malappuram/Kozhikkode/Waynad/Kannur Kas

2. The Superintendent,

SCD, Pulayanarkotta, Thiruvananthapuram

Leprosy Sanatorium, Nooranadu/Koratty/Chevayoor.

Copy to :- The record section is requested to take immediate action to sufficient stock of forms required and arranged for distribution in time.