**BIDDING DOCUMENTS FOR INVITATION OF RESTRICTED BIDS (DPC)**

**TERMS AND CONDITIONS OF BID/INSTRUCTIONS TO BIDDERS**

1. **SUBMISSION OF BID.**

1.1 Bid shall be submitted in one Original and One Duplicate sealed separately and marked as "Original " and "Duplicate" respectively. Both envelopes shall together be enclosed in one envelope sealed and addressed to 'Chairman/ Departmental Procurement Committee, State Pharmaceuticals Corporation of Sri Lanka, 16th Floor, “Mehewara Piyasa”, No.41, Kirula Road, Colombo 05, Sri Lanka.

1.2 Bids, if sent through the Post, should be sent under registered cover. A Bidder or his agent may also personally deposit sealed Bids in the Tender Box provided for this purpose at Administration Department of the State Pharmaceuticals Corporation of Sri Lanka, 16th Floor, “Mehewara Piyasa”, No.41, Kirula Road, Colombo 05, Sri Lanka.

The left-hand top-corner of the envelopes should indicate the Bid Reference and the closing date of Bid. Bids should be received on or before the closing date and time of Bid. Late Bids will not be enterta- ined under any circumstances. The Corporation shall not accept responsibility for the Bid misplacement or premature opening of Bids if the envelopes have not been marked as given above.

1. **FORMAT OF BID/ BID SUBMISSION FORM & PRICE SCHEDULE**

02.1 Bids should be submitted according to the format given in **Annex IIA & IIB.**

02.2 Bids which are not in the prescribed format or are not in strict conformity with the terms, conditions and specifications laid-down in this Bid shall be rejected.

02.3 The Bid shall contain no interlineations, or even writing except as necessary to correct errors made by the Bidder - in which case such corrections shall be initialled by the person or persons signing the bid.

02.4 All Bids, literature etc., should be in the English Language.

02.5 The bid submitted should be duly signed and endorsed by the Bidder himself (the name and designation of the signatory, should be indicated) or by the representative. Representatives submitting offers on behalf of their principals should submit a letter of authorization and power of attorney (if signing on behalf of the principals) and also should submit documentary proof on their registration as per the Act. No. 03 of 1987 with the Department of Registrar of Companies – Sri Lanka.

1. **VALIDITY OF OFFER**

Bidders should keep their offers valid for acceptance for a period of at least 180 days from the date of closing of tender. No increase in price will be permitted after tender award.

1. **ELIGIBLE GOODS AND REGISTRATION**

4.1 WITH THE NATIONAL MEDICINES REGULATORY AUTHORITY (NMRA)

(a) All Pharmaceutical Products imported to Sri Lanka should be registered with the National Medicines Regulatory Authority of Sri Lanka. Therefore, all Prospective Bidders should advise their Local Representatives to attend to such Registration.

(b) A Certified copy of the NMRA registration Certificate certified by Attorney-at-

Law, Commissioner of Oaths or Justice of Peace should be submitted along with the bid.

4.2 THE REGISTRAR OF PUBLIC CONTRACTS.

Awards over Sri Lankan Rupees (LKR) Five Million should be registered with the Registrar of public contracts by the successful Bidders or their local agents.

This bid is administered by the provisions of the “Public Contract Act. No. 3 of 1987” and therefore, in the event bidder is to retain an agent, sub Agent representative or nominee for and on behalf of Bid shall register himself, in accordance with the section 10 of the Public Contract Act and produce such valid original certificate of registration with the Bid.

* 1. Indian Origin

All products offered for this bid shall be of Indian Origin

1. **BID BOND**

5.1 Bidders should furnish an unconditional Bid Bond encashable on demand to the value stated against the item in the Annex I. Bid bond should be submitted together with the Bids. Bid without Bid Bonds will not be considered.

5.2 The Bid Bond shall be as per specimen at **Annex III** and shall be issued by one of

the following Institutions.

* 1. A Commercial Bank operating in Sri Lanka, approved by the Central Bank of Sri Lanka.

* 1. A Bank based in another country but the security or guarantee “Confirmed” by a

Commercial Bank operating in Sri Lanka.

* 1. A Letter of Credit issued by a Foreign Bank, but ‘Confirmed’ by a Commercial Bank

operating in Sri Lanka.

iv. Any other Agency approved by the Treasury from time to time.

Or

* 1. A cash deposit

1. **FRESH STOCKS AND SHELF LIFE**

6.1 Supplies should be from fresh stocks manufactured recently conforming to the stipulated specifica­tions and shelf life as stated in Annex 1. Residual shelf life should be minimum of 21 months. However shelf life remaining at the time of receipt of goods at Medical Supplies Division, Sri Lanka should be at least **85%** out of the total shelf life of the product.

6.2 Corporation reserves the right to call for free replacement of goods supplied with inadequate residual shelf life, or reject such consignment and refrain from its clear­ance from the Port.

1. **BID PRICE & CURRENCY**

**7.1 Offers should be on C & F (CPT/CFR) Colombo basis. FOB offers are not**

**acceptable.**

7.2 Destination Terminal Handling charges (THC) should be borne by the supplier at the Port of

Loading. Hence when the C&F prices are quoted this should be inclusive of THC.

1. **COUNTRY OF ORIGIN, PORT OF SHIPMENT AND NAME OF MANUFACTURER**

8.1 The Country of Origin shall be India Port of Shipment and Name of Manufacturer should be indicated in the Bid Form at Annex II B.

8.2 Shipment should be made exclusively on vessels belonging to the Ceylon Shipping Corporation or those chartered by them. However, shipment on other vessels will be permitted, in instances where vessels of the Ceylon Shipping Corporation do not call at the Port of Shipment or if they are not available for timely shipment of cargo.

1. **BID OPENING**

9.1 Bids will be opened immediately after closing, at the Head Office of the State Pharmaceuticals Corporation at 16th Floor, “Mehewara Piyasa”, No.41, Kirula Road, Colombo 05, Sri Lanka. at the date and time specified in **Annex 1**.

9.2 The bidder or their authorized representatives will be permitted to be present at the opening of Bids.

* 1. Only the envelope marked ‘Original’ will be opened at the time of opening of Bids.
  2. The Bid Opening Committee who opens the bids will read out (or cause to be read out) to those present, the name of each Bidder as well as the amount quoted together with discounts, if any.
  3. Whether or not a Bid Bond has been submitted, and the amount of Bid Bond if submitted shall also be announced. Details of the make-up of any Bid will not be read out.
  4. Any other detail which the Bid Opening Committee determines as necessary will be read out.

1. **REIMBURSEMENT**
   1. Corporationreserves the right to call for reimbursement in the event of short packing, loss/damage or deterioration of goods supplied within the shelf-life, also for packs which can­not be identified due to labels falling off or items with incorrect labelling.

10.2. All quality problems/complaints should be confirmed by the National Medicines Regulatory Authority (NMRA)/ Technical Advisory Committee (TAC) of Sri Lanka/ SPC Quality Assurance Laboratory or any other Authority as decided by the Ministry of Health of Sri Lanka.

1. In the event of receipt of a complaint samples will be tested by NMQAL, and follow the recall procedure approved by the Ministry of Health and will be destroyed according to section 72 of Drug regulations.
2. In case of withdrawals due to quality failure Suppliers should ensure that the value of entire quantity of either the withdrawn batches or products would be totally reimbursed with an additional 25% of the total value concerned as an Administrative Cost.
3. **PERFORMANCE BOND**

11.1 The successful Bidder shall within 07 days from the notification of award should submit an uncondi­tional Performance Bond up to 25% of the total value of award with validity beyond 90 days from the last shipment date.

Failure to comply with this request shall constitute sufficient grounds for the Corporation to cancel such award and forfeit the Bid Bond/Security.

11.2 However, the **Departmental Procurement Committee** reserves the Right to increase the required Performance Bond at their discretion.

11.3 The Performance Bond shall be as per specimen **Annexure IV -** and shall be issued by one of the institution given at para 5.2.

11.4 Claims on the Performance Bond will be made by the Corporation on the very first instance the supplier fails to comply with the terms and conditions of Bid/Indent or Purchase Order and Indian Credit Line facility.

1. **CONTRACT AND ARBITRATION**

**(A) CONTRACT**

The successful supplier should agree to enter into a Contract/Agreement with the State Pharmaceuticals Corporation.

**(B) ARBITRATION**

If during the continuance of this Contract or at any time after the termination thereof, any difference or disputes which may arise between the parties hereto in regard to this interpretation of any of the provisions herein, contained or any other matter or thing relating to this contract (other than any difference or dispute in respect of which a decision of the Chairman of the State Pharmaceuticals Corporation of Sri Lanka, is declared to be final and binding on the parties hereto) such difference or dispute shall be forthwith referred to an Arbitral Tribunal in Sri Lanka. Composition of the Arbitral Tribunal, Jurisdiction of the Arbitral Tribunal, Conduct of Arbitration Proceedings, awards and any other matters relating to the Arbitration shall abide by Arbitration Act No. 11 of 1995 of the Democratic Socialist Republic of Sri Lanka. The place of Arbitration shall be in Sri Lanka.

1. **PACKING AND STORAGE CONDITIONS**

i. Pack Size offered should conform to requirements. Bids for alternate pack sizes may be rejected. Export-worthy packing which will prevent damage in transit should be used. Details of nature of packing should be given.

ii. Packing of all items should be suitable for storage and use under tropical conditions. Final Export packing should indicate the required storage temperature for goods which require Refrigeration/ Cool Room/ Freezer Storage enabling the cargo handling staff at the Port of Destination to arrange proper storage for such goods immediately on arrival.

iii. Containers and closures used should be of such quality so as not to react with the contents while in storage under tropical conditions.

1. Final export packing should be in seaworthy strong cases or cartons, stencilled with blue bands in the form of a cross on each face and in addition carrying the shipping marks, details of which will be provided with the order. Such export packing should be suitable to withstand the long Journey and rough handling at ports of loading and unloading. Bag cargo should be palletised and shrink wrapped.
2. Large tablets (over 250mg in weight) in bulk packs (over 500 tablets per pack) should not be packed in glass bottles as glass bottles are likely to be damaged in transit. Such items should be packed in sealed polyethylene film bags inserted in to strong airtight metal or plastic containers.
3. Sri Lankan ambient storage conditions are in the ranges of 300C +/- 20C temperature

and 75% +/-5% relative humidity.

vii. The items which have to be stored between 2o C – 8o C should be sent with cold chain monitors.

viii. The Recommended storage mentioned on the Product label should be maintained at

all levels including in transit and storage condition should be clearly shown on Bill of Lading/Air Way Bill & Invoice. All outer carton and inner box should contain the following information.

1. Description of the Item
2. Date of Manufacturer
3. Date of Expiry in 1.5cm size letter/Figure in visible
4. Batch No. manner
5. Name and Address of manufacturer
6. MSD Order list No.
7. SPC Indent/Purchase Order No.
8. Stock Reference No. (SR No.)
9. State Mark of Sri Lanka Government (state logo)
10. **LABELLING**
    1. All labels should be printed in English Language and the labeling requirements should be according to the specifications required for registration at **NMRA**  as follows.
11. The approved name found in official pharmacopoeias or formularies. (The source should be stated in abbreviations: e.g. BP, USP,…etc.)
12. The Brand Name
13. List of the active ingredients showing:
    * 1. Amount of each presenting each dosage unit
      2. A Statements of the nett contents (e.g. number of dosage units, weight or volume)
14. Any special storage conditions that may be necessary
15. Warnings and precautions that may be necessary
16. The Date of Manufacture
17. The Date of expiry
18. The batch or lot number assigned by the manufacturer and
19. The name and Address of the manufacturer.

14.2 Size of the letters of the above (f), (g), (h) and the SR Number on the outer carton

should not be less than 1.5 cm.

14.3 Identification Marks

The “State Mark” and “SR No.” which will be made available to the successful bidder

should be embossed or imprinted in each (item) ampoule/vial/pack/bottle or on the

affixed label.

These marks should be indelible.

All bidders should indicate in their bids, as to whether these requirements could be

met; which will be taken into consideration at the time of evaluation of the Bid.

14.4 Anaesthetic Products

1. Generic Name of drug should be printed large and clear.
2. All ampoules should be effectively pre-cut.
3. Labels should be effectively pasted to avoid loosening when in contact with water. STICKER LABELS to be provided for Operating Theatre use.
4. Colour coding of sticker labels should be in accordance with the “Standard Specification for User Applied Drug Labels in **Anaesthesis**” set out by the American Society for Testing and Materials. ASTM D4774-88.

e.g. Relaxants Red

Vasopressors Violet

Opiates Blue

Local Anaesthetics Gray

Lignocaine with adrenaline and adrenaline ampoules should have a distinct red band and red lettering.

Sticker labels for syringes should be provided for the following drugs :-

Thiopentone Pancuronium

Diazepam Atracurium

Midazolam Vacuronium

Ketamine Neostigmine

Suxamethonium Atropine

Tubarine

1. **PAYMENT**

Will be arrange as per the terms and condition of Indian credit Line facility agreement with Government of Sri Lanka. Payment will be made by Indian Authorities in Indian Rupee equivalent to offer price in USD.

1. **TENDER AWARD**

Awards are made to suppliers taking into consideration among other factors, prices quoted, past performance, quality of samples, delivery offered, product registration etc. And the decision of the Procurement Committee is final.

The Procurement Committee reserves to itself the right without question to:-

1. Accept any bid, or portion of a bid,
2. Accept portions of more than one bid
3. Reject all or any bids
4. Direct that fresh bids be called for
5. Cancel the bid

The **Departmental Procurement Committee** reserves the right, at time of award to decrease the quantity required, by 25% without any change in price or other terms and conditions.

In case lowest evaluated responsive supplier is Bidding for a product which has not been supplied before, the **Departmental Procurement Committee** reserves the right to purchase only part quantity from such supplier and to get a feedback from the end users to decide on the balance quantity.

However, in such cases the price offered for the total amount should be maintained for the smaller quantity.

1. **DELIVERY**

Reference **Annex I** - Successful bidders should conform strictly to delivery dates. Failure to do so will result in forfeiture of the Performance Bond and/or cancellation of the award. In the event SPC/MSD purchases the item from another source at a higher price the defaulting Bidder should pay the total difference of price to the Corporation.

Upon receipt of firm/formal order (Indent) from SPC, the supplier shall furnish SPC with separate proforma invoice for each lot along with the duly filled forms A-F elaborated under VII; which are essential for obtaining of approval to initiate the order through Indian Credit Line Facility.

Non-submission of the proforma invoices and dully filled forms within 7 working days will lead SPC to cancel the order and to report to relevant Procurement Committee for an alternative decision.

**If awarded supplier is unable to adhere to the delivery schedule due to no fault of the SPC would result in the supplier being surcharged 0.5% of total consignment value per day from the due delivery date.**

1. **SAMPLES**
2. Representative samples in respect of items offered should be submitted to SPC before the deadline for submission of Bid (closing date and time), and acknowledgement receipt to be obtained from Administration Department of SPC and same should be attached to the Bid.
3. All Prospective bidders are advised to submit their samples through their Local Agents if any to ensure compliance with this request. Even past suppliers other, than the present supplier are liable to submit representative samples as specified therein.
4. It should be noted that this is a compulsory requirement and all Bids that do not comply with this requirement will be rejected.
5. Procurement Committee has the authority to decide whether pre-shipment/ pre delivery/ post delivery samples to be tested. In such an event the supplier will have to bear the cost of testing samples.
6. In the event pre-shipment samples failed the award will be cancelled

VI Quantities of Samples required in the event quantity of Tender Samples not specified in Annex 1. All samples should be in their original trade containers Except for Raw materials or Chemicals.

1. Tablets or Capsules Minimum 3 containers and

Minimum 300 tablets/capsules.

1. Parenteral Preparations Injections - 125 ampoules (containers)

Powder for injections - 100 vials (containers)

Intravenous Infusions,

Concentrated Solutions for

Injections - 30 (containers)

1. Vaccine and Serum - Sufficient quantity for Analysis
2. Eye Drops/Ear Drops

Nasal Drops - 50 containers

1. Ointment/ cream/ Oral / liquids/ Dusting Powder - 12 containers
2. Solution/ Syrups/ Pressurized Inhalations - 04 containers
3. Extracts / Tinctures - 04 containers
4. Pessaries / Suppositories - 50 Pessaries or

Suppositories

1. Waxes - 200g

**19. TESTING OF BATCH SAMPLES**

19.1 Random batch samples and random post-marketing samples of all goods supplied will be tested at the NMQAL/ Quality Assurance & Research Laboratory of the State Pharmaceuticals Corporation and reports on its suitability issued. The findings of the reports will be final and binding. Goods reported as unsuitable and not conforming to the laid down specifications will be rejected and subsequently destroyed. The suppliers should agree to refund its landed cost plus an additional 25% as an Administrative cost within 30 days from the date of intimation.

1. **COPY DOCUMENTS**

20.1 The successful bidder (supplier) should agree to dispatch by fax/courier a full set of copy documents including the following docu­ments to SPC at least 3 days prior to arrival of consignment in Sri Lanka to prevent any delay in clearance.

Demurrage / additional charges if any which become payable due to supplier’s failure to comply with this requirement will be claimed from the supplier.

* 1. Copy BL/AWB - Copy of Bill of Lading (without “Shipped on Board’ stamp

acceptable) Nota­tion “Reefer Cargo” should appear in the BL/AWB if goods require refrigeration.

ii. Certificate of Quality, Quantity and Loading or Analytical Certificate should indicate

the Date of Manufacture & Expiry for each Batch/Lot.

iii. Packing List indicating individual gross weight and net weight in kg., and outer

dimensions of packages in metric units and also the contents of each package

with date of Manufacture and Expiry.

iv. Invoice indicating break-up value of CPT/CFR (into FOB and Freight), Batch

Numbers, Date of Manufacture & Expiry in addition to the other details.

1. If the shipment is being effected on FCL basis both FOB and Freight charges should be quoted separately against each item in addition to quoted C&F price. The volume of the total quantity of each item should be given in cubic meters (m3).

* 1. Documents in respect of Air Freight cargo should necessarily be sent by fax. This is a compul­sory requirement which the successful bidder has to comply with, to facilitate early clearance of cargo on arrival, without payment of Demurrage charges. Demurrage charges, if any, which become payable due to the supplier’s failure to comply with above requirements will be claimed from the supplier.

20.3 The suppliers should advice their steamer agents to send a blanket approval to their local agent to issue delivery orders to this Corporation on submission of bank guarantee.

20.4 Cold Chain Monitors should be included for each carton and the cold chain should be maintained according to the manufacturer’s instructions during storage, transport and delivery where applicable.

1. Suppliers are advised not to ship cold chain maintaining cargo to arrive in Sri Lanka during the weekends and on Friday in order to prevent demurrage charges.
2. Suppliers should use standardized temperature data loggers in their shipments, and each carton attached with data loggers.
3. Suppliers should use uniform identification marks with appropriate colours and sizes for easy identification, on cold cargo by the airline employees.

**21.QUALITY CERTIFICATE**

21 (a) Corporation reserves the right to nominate Independent Competent Authorities for the issue of pre-shipment Certification (Certificate of Quality, Quantity and Loading). In such an event, the cost of **such cer­tification** must be borne by the supplier and should be included in the Bid (**Annex 11B).**

1. The Secretary, Ministry of Health, Sri Lanka reserves the right to nominate suitable persons to inspect the production and quality control facilities of bidders and manufacturers and their records. Bidders, who refuse permission to our nomi­nees to carry out such an audit will be automatically disqualified.
2. The expenses involved. In the inspections should be borne by the manufacturer/ supplier.
3. **WHO CERTIFICATION SCHEME FOR QUALITY OF PHARMACEUTICAL PRODUCTS MOVING IN INTERNATIONAL COMMERCE**

(a) A certificate of Pharmaceutical Product (CPP) issued by the Competent Authority in the Bidder’s country confirming that the item bided has been authorized to be placed in the market for sale and use in the country of manufacture, should be submitted along with the Bid.

1. The certificate of Pharmaceutical Product should also certify that the Manufacturing Plant in which the product is produced is subject to inspection at suitable intervals, and that the manufacturer conforms to the requirement for Good Practices in manufacture and quality control as recommended by the World Health Organization in respect of products to be sold or distributed within the country of origin or to be exported.
2. All batches offered should conform to the requirements of the Competent Authority for sale or distribution within the country of manufacture or where appropriate to published specifications, e.g. : BP/USP or to established specifications provided by the manufacturer. These certificates should indicate the name and dosage form of the product, the batch number, the date of manufacture, date of expiry, storage conditions, date of packaging, labeling, nature of the container, results of analysis and other data (BATCH CERTIFICATES).
3. **PRODUCT LIABILITY**

In the event of an order being placed, the supplier should indemnify the State Pharmaceuticals Corporation of Sri Lanka against all product liability claims arising out of the items supplied on his bid. E.g. due to incorrect labelling, deviation from agreed specifications etc.

1. **PATENT RIGHTS (AND OTHER THIRD PARTY RIGHTS) AND** **ROYALTIES**

The suppliers shall at all times indemnify and keep this Corporation indemnified against any and all claims arising at any time on Account of Patent rights or other rights, whether from manufacturers or others, from the use of the supplied goods in Sri Lanka.

1. **BIDS FROM THOSE OTHER THAN MANUFACTURERS**

Bids for supply of goods which are not manufactured by the bidder should be sup­ported by a Certificate of Authority issued by the Manufacturer at the time of submitting bidding documents indicating that the bidder has been duly authorized to supply the goods bided for. Failure to comply will result in the offer being rejected.

**26.** **TERMS & CONDITIONS AND CLARIFICATION**

Prospective Bidders should acquaint themselves, fully with these terms and conditions and if any further clarification is required please contact the undersigned, No plea of lack of information or insufficient information will be entertained at any stage.

**27**. **EXAMINATION, EVALUATION AND** **COMPARISON OF OFFERS**

27.1The purpose of bid evaluation is to determine the lowest evaluated bid from the substantially re­sponsive bids received.

Offers should be on C & F (CPT/CFR) Colombo basis. FOB offers are not acceptable.

i) **Preliminary examination**

The Bid received will be examined by the Technical Evaluation Committee appointed for each bid to determine whether they are complete, whether they are from eligible bidders, whether required bid bond has been furnished in required format, whether the document has been properly signed, whether any computational errors and whether the samples are provided if required and whether the specimen Bid form at **Annex 11 (A)** has been followed and the price schedule as per **Annex 11 (B**) has been followed.

ii) **Prior to detailed evaluation**

The TEC will determine the substantial responsiveness of each offer to the bidding documents as pursu­ant to clause 27.1.(i). A substantially responsive bid is one, which conform to all the conditions described in clause 27.1 (i) without any deviation. A bid determined as not substantially respon­sive will be rejected and may not subsequently be made responsive by the bidder by correc­tion of the non-conformity.

The offers, which are previously determined to be substantially responsive to clauses.

27.2 (i), (ii) will be further evaluated.

iii) The TEC and the Corporation will also examine the Bids in order to ensure the correctness of the Bids. Arithmetical errors, if any, will be corrected on the following basis;

1. If Discrepancy is between Unit Price and Total Price, then the Unit

Price shall prevail and the Total Price will be corrected.

1. If Discrepancy is between words and figures, the amount in words

will prevail.

1. If a Discrepancy appears between the original bid and the duplicate,

the original will prevail.

iv) All the items offered in Annex 11B should conform strictly to the technical specifications set out in the Annex 1 of this document and will be taken in to account at the time of evalua­tion.

v) The Corporation shall list out the bids which are conformed to the technical specifications as most responsive substantially responsive bids irrespective of prices they have offered as the lowest, second lowest, third lowest etc, to use in case of the lowest evaluated responsive bidder refuses to supply during the specified time frame. Please note that price quoted should be 10% range of the lowest bid. Instead of awarding 100% of quantities of respective items to be procured, the supply of quantities can be distributed among responsive bidders on a predetermined schedule such as .

|  |  |  |
| --- | --- | --- |
| **Name of the Bidder /Supplier** | **Rank as per the Price quoted** | **Percentage of supply of quantities** |
| **The Lowest** | **1** | **60%** |
| **2nd Lowest**  **3rd Lowest** | **2**  **3** | **30%**  **10%** |

* Unless specifically stated in this document any other relevant Terms & Conditions of Bid/Instructions to Bidders any annexures mentioned in ‘Global Bid Document Pharmaceutical DPC’ available for perusal at web site of SPC, Home page, main menu under the Tab ‘Tenders’ in [www.spc.lk](http://www.spc.lk) and Guide Lines for Procurement of Pharmaceuticals issued by the Government with its subsequent amendments/revisions will be applicable.
* In the event of conflict between Global Bid Document Pharmaceutical DPC, Procurement Guide Line for Procurement of Pharmaceuticals and Medical Divices Procurement Guide Lines issued by the Government 2006, and subsequent Amendments/Suppliments this ‘Bidding Document for Invitation of Restricted Bids’ shall prevail.

**Abbreviations :** SPC ; State *Pharmaceuticals Corporation, MSD; Medical Supplies Division, L/C : letter*

*of Credit.*

**Annex II A**

**SPECIMEN FORM OF BID (SUPPLIES)**

Chairman,

Departmental Procurement Committee

………………………………………………………………..

………………………………………………………………..

**BID FOR THE SUPPLY OF**

**……………………………………**

**BID NO./BID REFERENCE ………………………..**

1. I/ We, the undersigned, having read and fully acquainted myself/ourselves with the contents of the Terms and Conditions of Bid/Instructions to 1-14 and Contract and Annex I where specifications and delivery of items required pertaining to the above Bid, hereby undertake to supply the goods referred to therein, in accordance with the aforesaid Instruc­tions, Terms and Conditions as per price quoted in the attached Annex II B.

2. I/ We confirm that this offer shall be open for acceptance until…………………………………… and  
 that it will not be withdrawn or revoked prior to that date.

3. I/We attach hereto the following documents as part of my/our Bid:­

(1) Price schedules (as per Annex II B – Bid Form

(2) Documentary evidence to establish Registration of product with the National Medicines

Regulatory Authority Certificate No ……………………………………………………….

(3) Documentary evidence to establish that goods offered are from an eligible source and origin.

(Document as required in Para. 4 of the Terms & conditions of the Bid).

(4) Bid Bond

(5) Any other documents (give details).

4. I/We understand that you are not bound to accept the lowest bid and that you reserve the right to reject any or all Bids or to accept any part of a Bid without assigning any reasons thereof.

5. We undertake to adhere to the Delivery Schedule indicated.

6. My/Our Bank Reference is as follows: ……………………………………………………………………... ..……..……………………………………………………………………………………………………………

Signature: …………………………………………………..

Name of Bidder : …………………………………………………..

Address: …………………………………………………..

E-mail: . …………………………………………………..

Telex - …………………………………………………..

Fax:. ……………………………………………………….

Date ………………………………………………………

**STATE PHARMACEUTICALS CORPORATION – BID FORM**

**ANNEX 11 (B)**

(To be submitted in duplicate)

BID NO./BID REFERENCE........................................................ CLOSING ON: ......................................................

NAME & ADDRESS OF MANUFACTURER : **(Bidders should prepare their own forms as per this**

NAME & ADDRESS OF BIDDER : **format. Offers which are not as per the format are liable**

**to be rejected)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 6 7 | | | 8 |  | 09 | | 10 | 11 |  |
| SR NO./ITEM NO. | FULL DESCRIPTION OF ITEM  OFFERED, THE STANDARD AND THE STORAGE TEMPERATURE | PACK SIZE  OFFERED | QTY OFFERED | UNIT price C&F USD | TOTAL VALUE C&F USD | PORT OF SHIPMENT | PROBABLE SHIPMENT/DELIVERY DATE |  |  | NMRA REGISTRATION CERTIFICATE NO. & DATE OF EXPIRY | SHELF LIFE | COUNTRY OF ORIGIN |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

1. Cost of Inspection Certificate (If not included in the C&F price).....................................................................................................................

Indicate from whom independent Pre-shipment Certificate of Quality, Quantity and Loading will be submitted.

1. Indicate date when samples were submitted:- ..........................................................................................................................................
2. Indicate Bid Bond No, value and Validity (Where applicable) :-......................................................................................................................
3. Quotation Valid upto :-................................................................................................................................................................................
4. Local manufacturers/ Importers should indicate in column No. 10 Local /Total delivery price to Stores at Medical Supplies Division, No. 357, Baddegama Wimalawansa Thero Mawatha, Colombo 10.

We confirm that we have read and understood the terms, conditions and specifications covering this tender and submitted our offer accordingly. We are not listed as defaulted/ black-listed Bidder in any Government Institution in Sri Lanka. “In the event of goods being rejected due to un-acceptable quality, reimbursement of its value and an additional 25% of the total value at landed cost as an administrative charge will be made”.

Name of Bidder :

Signature of Bidder :

(With Name and Designation of Signatory)

Official Stamp of Bidder :

Postal Address of Bidder :

Telephone No. :

E-mail :

Fax No. :

Name of Bankers with Account No.

Beneficiary :

(Inform your terms and conditions and special instructions for opening Letters of Credit in the event of an award in your favour) .

Details of Accredited Agent in Sri Lanka

Name :

Postal Address :

Telephone No :

E-mail :

Fax No. :

NOTE

Storage temperature of the offered items should be prominently indicated in the column No. 2.

**Annex III**

**SPECIMEN FORM OF BID SECURITY (BID BOND)**

By this Bond We ………………………………………………………………………………………… (hereinafter called “the Bidder”) and We (name of bank or insurance company) whose registered office is at ………………………………………………………………..(hereinafter called “the Surety”) are held and firmly bound unto …………………………………………………………

…………………………………………………………………………….. (here­inafter called “the Authority”) in the sum of for the payment of which sum the Bidder and the Surety bind themselves their successors and assigns jointly and severally by these presents.

**Whereas** the Authority has invited the Bidder and other persons to complete bids in similar terms for the supply of …………………………………………………………………………… to submit the same for the consideration of the Authority, and the Bidder proposes to submit to the Authority a bid (hereinafter called “the Bid”) in accordance with such invitation, the Bond shall provide security to the Authority that the Bidder will honour certain obligations to be undertaken by him in the Bid in accordance with the following conditions.

**Now the Conditions of this Bond are:**

(a) that it shall remain in full force and effect until the earliest of

(i) (date), being ( )days from (submission date), the date stipulated by the Authority for the sub­mission of bids, or any prolongation of such date above notified to the Authority by the Bidder and the Surety in writing;

(ii) in the event of acceptance of the Bid by the Authority, the date upon which the Bidder provides a performance security to the Authority in accordance with the terms of the contract thereby made between them, or

(iii) in the event of acceptance by the Authority of a bid for the Works from a third party, the date upon which such third party provides the relevant performance security.

(b) subject to this Bond being in full force and effect, the Surety shall pay the full amount

specified in this Bond upon receipt of first written demand from the Authority stating that

(i) the Bidder has withdrawn his Bid during the validity of this Bond, or

(ii) the Bidder has failed to provide a performance security to the Authority in accordance with the terms of the contract between them upon acceptance of the Bid.

No alteration in the terms of the Bid, nor any forbearance or forgiveness in or in respect

of any matter or thing concerning the Bid on the part of the Authority, nor any objection from the bidder shall in any way release the surety from any liability under this Bond.

The benefit of this Bond shall not be assignable by the Authority and upon its ceasing to be in full force and effect the Authority shall return the same to the Bidder.

This Bond shall be governed by the laws of ( )

I executed as a Deed this( )day of ( )20( )

For and on behalf of the Bidder ……………… … For and on behalf of the Surety…………….

……………………………………………………… …………………………………………………

Signed by ………………………………………… Signed by …………………………………… In the capacity of ……………………………….. and by ………………………………………. in the capacity of ……………………………. In the capacity of ……………………………

Seal (where applicable). Seal (where applicable).

**Annex IV**

**SPECIMEN FORM OF PERFORMANCE BANK GUARANTEE**

**(UNCONDITIONAL)**

**BOND NUMBER: ……………………………………… DATE: ……………………………….**

SUM GUARANTEED: ………………………………………………………………………………….

To:…………………………………………………………………………………. (Name of employer)

…………………………………………………………………………………. (Address of employer)

Whereas ……………………………………………………………name and address of contractor)

(hereinafter called “the contractor”) has undertaken, in persuance of contract No……….. dated to execute …………………………(name of contract) (herein­after called “the contract”);

And whereas it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognised Bank for the sum specified therein as security for compli­ance with his obligations in accordance with the Contract;

And whereas we have agreed to give the Contractor such a Bank Guarantee;

Now therefore we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of ………………………………………… (amount of Guarantee) …………………………………………………………. (amount in words), such sum being payable in the type and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of ……………………………. (amount of Guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the contractor before present­ing us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Works to be performed thereunder or of any of the Contract document which may be made between you and the Contractor shall in any way release us from any liability under this guarantee, and We hereby waive notice or any such change, addition or modification.

This guarantee shall be valid until a date 28 days from the date of issue of the taking over Certifi­cate.

Signature and the Seal of the Guarantor: ……………………………………………………..

Name of the Bank: …………………………………………………………………………………

Address …………..…………………………………………………………………………………

Date: …………………………………………………………………………………………………

Witness : …………………………………………………………………………………. ……….

**Annex VI**

**SPECIMEN OF CONTRACT FORM (IB)**

**DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA**

**AGREEMENT**

SPC Ref. No Date :

Bid Ref.

This **AGREEMENT** made and entered into between the State Pharmaceuticals Corporation of Sri Lanka, a Corporation established under the State Industrial Corporation Act. No. 49 of 1957 and having its Head Office at 16th Floor, “Mehewara Piyasa” No. 41, Kirula Road, Colombo 05, Sri Lanka (hereinafter called the “SPC” which term or expression shall mean and include the said State Pharmaceuticals Corporation and its successors and permitted assigns) of the **FIRST PART**

**AND**

M/s …………………………………………………………………………………………………………..

**…**business under the time, style and firm of a company duly registered and carrying business (hereinafter called “the supplier” and which term or expression shall mean and include the said and its/their/its heirs executors administrator and permitted assign/successors in business or permitted assigns) of the **SECOND PART.**

**AND**

M/s …………………………………………………………………………………………………………..

**…**business under the time, style and firm of a company duly registered and carrying business (hereinafter called “the Local Agent” and which term or expression shall mean and include the said and its/their/its heirs executors administrator and permitted assign/successors in business or permitted assigns) of the **THIRD PART.**

Whereas the State Pharmaceuticals Corporation has accepted the bid of M/s ……………… ……………………………………………………………………………… for the supply and delivery of…………………………………………………… as per the attached indent for ……………… Annex 3 SPC ………………………………. Dated ………………………………and M/s ………………………………………………… will act as local agent of the supplier for all matters arising out of supplies here of.

**NOW IT IS HEREBY AGREED AS FOLLOWS:**

1. The following documents: -

(a) Conditions of Contract marked – Annex 1

(b) Bid Documents marked – Annex 2

(c) Copy of Indent marked – Annex 3

(hereinafter called “the Contract Documents”) showing and describing the nature and scope of the agreement duly signed by three parties shall be deemed to form and be read and construed as part and partial of this agreement.

In consideration of the payment to be made by SPC to the supplier the contract sum

hereinafter mentioned the supplier hereby covenants with SPC to supply and deliver the

goods in conformity in all respects with the provisions of this contract, and the local agent

will be responsible for all the matters regarding the supplies which do not confirm to required

standard.and all other matters arising out of the said supply.

Parties do hereby accept that Supplier and the Local Agent are jointly and vicariously liable for terms and conditions of this contract and also for all other matters arising out of this contract

The supplier shall be paid for such supply and delivery of the goods according to the Indent marked and in the manner and at the times hereinafter specified.

This contract as herein before defined constitutes the entire agreement between SPC, the sup­plier and the local agent may only be modified or repealed by formal agreement in writing duly executed by the parties or their authorized representatives.

In witness whereof the State Pharmaceuticals Corporation has caused its Common Seal to be affixed and Chairman and Managing Director of State Pharmaceuticals Corporation have set their hands and Supplier and the Local Agent has placed its hand/caused its Common Seal to be af­fixed hereunto and to two other of the same tenor on this …………….20…

The Common Seal of M/s……………………………………….. (supplier) herein.

1. ……………………………………..

President/Managing Director/C.E.O.

2. ……………………………………..

Director

Witnesses

Signature Name, Address and ID No./Passport No.

1. ………………. ……………………………………….

2 ……………….. ……………………………………….

The Common Seal of M/s ……………………………………….. (Local Agent) herein.

……………………………………..

President/Managing Director/C.E.O.

……………………………………..

Director

Witnesses

Signature Name, Address and ID No./Passport No.

1. ………………. ……………………………………….

2 ……………….. ……………………………………….

**CONDITIONS OF CONTRACT**

01. **SCOPE OF CONTRACT**

* 1. Provide Pharmaceuticals for the Department of Health Services/ Pharmaceutical and or Bulk Drugs as per the Bid Number /Bid Reference …………………………………….. hereof.

02.  **GOODS**

2.1 Supply should be from fresh stocks of recent manufacture conforming to the

stipulations in the Annex marked three (3) and the samples submitted.

2.2 The goods supplied should have at least ------ months of the residual shelf life at

the time of receipt in Sri Lanka. (shelf life where applicable)

2.3 Goods supplied should meet the Dissolution Bio equivalence test requirements

where applicable.

* 1. SPC reserves the right to:-

(a) Reject goods supplied with an inadequate shelf life and refrain from clearance

from port or,

(b) Call for free replacement of goods or reimbursement of cost so supplied which

do not conform to required standards.

3. **FREE REPLACEMENT /REIMBURSEMENT**

* 1. SPC reserves the right to call for Free Replacement/Reimbursement in the event of
     1. Short packing
     2. Loss/damage or deterioration of goods supplied (within shelf-life if applicable)
     3. Packs which can­not be identified due to labels falling off.
     4. Goods supplied fails to perform or meet requirements of the specification/or quality standards to the satisfaction of Medical Supplies Division of Sri Lanka/ State Pharmaceuticals Corporation of Sri Lanka.
  2. In the event of a quality problem, Batch samples would be tested by SPC its authorized personnel at the NMQAL or SPC Quality Assurance Laboratory or any other Quality Assurance Laboratory nominated by SPC or it’s fitness for use will be determined by an expert Committee appointed by the relevant authority.

* 1. **Withdrawal from use of Item due to quality failure.**

1. In case of batch withdrawal due to quality failure, the supplier/ manufacturer shall reimburse the value of entire batch quantity supplied.
2. In case of product withdrawal due to quality failure, the supplier/ manufacturer shall reimburse the value of entire product quantity supplied.
3. In case of Batch/Product withdrawals due to quality failure the supplier should reimburse SPC the total value of the entire quantity of either withdrawn batches or withdrawn product with an additional 25% of the total value concerned as administrative cost.
   1. a) Samples from the available batches will be retained by SPC and the balance will

destroyed by SPC in the presence of the Local Agent and a certificate of

destruction issued by SPC.

b) The supplier and the Local Agent agreed to reimburse the SPC the landed cost

and an additional 25% surcharge of the total quantity supplied.

4. **VARIATION**

The SPC may at the time of the award decrease the order by upto 25% without being subject to any change in price or terms and conditions hereof.

5. **PACKING AND STORAGE**

* 1. Packing of all items should be suitable for storage and use under tropical conditions (average temperature range of (80oF-90oF/27oC-35oC) Humidity 75%-100% and sufficient marking should be made on the cases or containers in order to prevent possible mistakes regarding proper storage during transit, particularly for items requiring refrigeration or cool storage.
  2. Containers and closures used should be of such quality so as not to react with the contents while in storage under tropical conditions.
  3. Large tablets (over 250mg in weight) in bulk packs (over 500 tablets per pack) should be packed in sealed polyethylene film bags inserted into strong air tight metal or plastic containers.
  4. Export packing should be in seaworthy strong cases or cartons to prevent damage in transit and should:-
     1. Indicate recommended storage temperature specially for goods which require cool/cold or freezer storage.
     2. Stenciled blue bands in the form of a cross on each face.
     3. Carry shipping marks – details provided by SPC with order.
     4. Be palletized and shrink wrapped if required by the tender conditions.
     5. Should carry Batch No./Exp. Date.
  5. Approved packing material as per bid document should be used. Use of Rice

Straw or other vegetable matter as packing is strictly prohibited (as per regulations

passed under the Plant Protection Ordinance Chapter 447). In the event of such

material being used extra costs incurred by SPC by way of fumigation charges,

penalty rates, demurrage etc., in clearing such consignment from the port would be

debited and payable as extra costs by the supplier.

**06 LABELLING**

6.1 All labels should be printed in English Language and the labeling requirements should

be according to the specifications required for registration at NMRA as follows.

* 1. The approved name found in official pharmacopoeias or formularies. (The source should be stated in abbreviations; e.g. BP or USP etc…)
  2. The brand name
  3. List of the active ingredients showing;

1. The amount of each present in each dosage unit (e.g. per 5ml etc…)
2. A statement of the net contents (e.g. number of dosage units, weight or volume)
   1. Any special storage conditions that may be necessary
   2. Warning and precautions that may be necessary
   3. The Date of manufacture
   4. The Date of expiry where applicable
   5. The batch or lot number assigned by the manufacturer and
   6. The Name and address of manufacturer
   7. Name and address of supplier, if supplier is not the manufacturer
   8. State logos/DHS mark/SPC mark

6.2 Size of the letters of the above (f), (g), (h) and the SR Number on the outer carton

should not be less than 1.5 cm.

6.3 Labeling of the products ordered under this range of indents, in addition to the labeling requirements stipulated in the BP/USP relevant standards, should also bear the State Logo.

* 1. **ANAESTHETIC PRODUCTS**
     1. Generic Name of drug should be printed large and clear.
     2. All vials should be effectively pre-cut.
     3. Labels should be effectively pasted to avoid loosening when in contact with water. STICKER LABELS to be provided for Operating Theatre use.
     4. Colour coding of sticker labels should be in accordance with the ‘Standard Specification for User Applied Drug Labels in **Anaesthesis**’ set out by the American Society for Testing and Materials. ASTM D4774-88.

e.g. Relaxants Red

Vasopressors Violet

Opiates Blue

Local Anaesthetics Gray

6.4.5 Lignocaine with Adrenaline and Noradrenaline ampoules should have a distinct red band and red lettering.

6.5 Sticker labels for syringes should be provided for the following drugs :-

Thiopentone Injection Pancuronium Injection

Diazepam Injection Atracurium Injection

Midazolam Injection Vacuronium Injection

Ketamine Injection Neostigmine Injection

Suxamethonium Injection Atropine Injection

07 **IDENTIFICATION MARKS**

7.1 The “State Mark” and “SR No.” made available by SPC should be embossed or imprinted in each (item) ampoule/vial/pack/bottle or on the affixed label. These marks should be indelible.

08 **TERMS OF DELIVERY**

* 1. All shipment should be made exclusively on vessels belonging to the Ceylon Shipping Corporation Ltd or those chartered by CSCL. Shipments on other vessels will be permitted in instances where vessel of the Ceylon Shipping Corporation Ltd do not call at the Port of shipment or if they are not available for time by shipment of cargo, in which event the supplier should attach a waiver certificate issued by Ceylon Shipping Corporation on their Authorized Agent in the supplier’s country.
  2. SPC may nominate Independent Competent Authorities for issue of shipment Inspection Certificate (Certificate of Quality, Quantity and Loading) cost of such certificate should be borne by the supplier.
  3. All items should be shipped to the destination and strictly conform to the delivery dates as per Annex 3 hereto marked …………………………….(Inden No.).
  4. Delivery of all goods should be within the period of validity of the Letter of Credit, Except in exceptional circumstances no extensions will be granted. Cost of such extension in any would be borne by the supplier.
  5. If the supplier fails to make deliveries within the time specified by the SPC (without prejudice to the other rights of SPC resulting from breach of the contract conditions)

May be written notice to the supplier terminate the right of the supplier to proceed with any or all of the remaining part of the contract as provided for in clause 9.1 hereof in addition the SPC reserves the right to purchase from other sources any or all undelivered items and to recover excess costs from the supplier.

* 1. Defaulted consignments with respect to delivery schedule shall only be considered for acceptance, subject to a penalty imposed for the delay due to suppliers fault, allowing a grace period up to two weeks. Consignments delivered after the grace period shall be considered for acceptance subject to a surcharge to the supplier as stated below ;

(a). A surcharge of 0.5% per day of the consignment value, calculated commencing from the 15th day up to 60th day delay from the due delivery date, as per the indent/PO or its’ latest amended delivery schedules.

(b). When the delay exceeds 60days purchase order will be considered as automatically cancelled, on defaulted performance. In such a situation, MSD reserve the right to recover liquidated damages or to revoke the cancellation (eg. if payments have been released prior to such a cancellation), and accept the consignment subject to a 25% admin surcharge

* 1. In case of local suppliers, requests may be made for supply of goods in more installments than indicated in Annex 3.

09 **PAYMENT**

Will be arrange as per the terms and condition of Indian credit Line facility agreement with Government of Sri Lanka. Payment will be made by Indian Authorities in Indian Rupee equivalent to offer price in USD.

10 **LIQUIDATED DAMAGES**

* 1. Delivery of goods shall not be later than the time specified in Annex 3 herein.

Failure to deliver within the time specified and in the absence of Force Majeure

there shall be deducted from the contract price as liquidated damages (not as a

penalty) a sum of Rupees………………………….…… …(Rs ……………….)

for each seven days of delay or part there of commencing from the last date of

the due date of delivery of such undelivered item of goods. The amount of

liquidated damages shall however be subject to a maximum limitation of Twenty five (25)

percent of the unit delivered price for each item so delayed. Delays in excess of

…………………………. days from date of due delivery will be cause for

termination and forfeiture of the Performance Bond after written notice is given

to the supplier.

11 **PERFORMANCE BOND**

* 1. As security for the due and punctual performance and fulfillment of the terms of this

Agreement by the satisfactory completion of the supply and delivery; for the payment

of all claims to which SPC may be entitled under the provisions of this Agreement.

The supplier has furnished the State Pharmaceuticals Corporation with a Bank

Guarantee from a Bank approved by the SPC in the sum of Rupees

……………………………….. (Rs. ………………..)

12. **ARBITRATION**

* 1. If any dispute or difference or claim shall arise between the parties as to any point in any agreement or contract arising of the invitation to Bid, or as to any matter or thing of whatsoever nature arising there-under or in connection therewith, then either party shall within 30 days give to the other, notice in writing of such dispute or difference. Such notice shall specify the matters which are in dispute. Such dispute shall be referred to a single arbitrator in case the parties agree upon one; otherwise to three arbitrators; one to be appointed by each party and the third arbitrator by the other two arbitrators. If either party shall refuse or neglect to appoint an arbitrator within twenty days after the other party shall have appointed an arbitrator and given notice thereof requiring such appointment, then the arbitrator appointed as aforesaid shall proceed to hear and determine the matters as if he were and arbitrator appointed by both parties to the dispute.
  2. The decision or award of the arbitrator or arbitrators ( as the case may be) shall be final and binding upon the parties and shall be a prerequisite to any proceedings in a Court of Law.
  3. The arbitrator or arbitrators shall determine by whom, and in what manner, the cost of arbitration (or any party thereof) shall be borne and paid.
  4. The arbitration shall be governed by the Arbitration Act. No. 11 of 1995 Laws of Sri Lanka and shall be held in Sri Lanka.
  5. Performance of the contract shall continue during arbitration proceedings as far as possible.

13. **LAW**

13.1 The Laws of the Democratic Socialist Republic of Sri Lanka shall govern the validity, performance and enforcement of this contract.

14**. INDEMNITY**

14.1 The supplier shall at all times keep indemnified the SPC against any and all claims at anytime arising on account of -

(a) Patent right or other rights whether from manufacturer or others, from use in Sri Lanka of the goods supplied.

(b) Product liability claims against SPC arising out of the goods supplied under this con­tract e.g. due to incorrect labelling, deviation from agreed specifications etc.

15. **WARRANTY**

15.1 The supplier warrants that goods supplied shall be of recent manufacture and of good quality; shall have no defect in manufacture, shall meet all the requirements of the specifications and shall in all aspects suited for the purposes intended the warranty provided by the supplier shall be relied upon and strictly enforced by SPC.

16**. WARRANTY AGAINST BENEFITS**

6.1 The supplier warrants that he/it has not given or promised to give any money or gift to any officer or employee of SPC or any Government instrumentality or employee thereof with the intent or objective of securing the contract.

16.2 Any violation of this warranty shall be sufficient grounds for cancellation or revocation of the contract without any claim against SPC.

17. **LOCAL AGENT**

17.1 Suppliers acting through local agents should indicate name and address and telephone/facsimile/E mail numbers of the agents in Sri Lanka.

17.2 Local Agent shall be jointly and vicariously responsible with the supplier for the

supplies made by the supplier regarding the quality, shelf life, loss damage or

deterioration of goods supplied, Labeling, and for required standards and also be

jointly and vicariously responsible for free replacement or reimbursement for

the supplies which do not meet required standards.

17.3 Agent will not assign this Agreement or any rights under this Agreement to any other

party without the prior written consent of SPC.

**18. ASSIGNMENT**

18.1 Supplier shall not without prior written consent of the SPC assign his contract or part

thereof to another.

19. **STAMP DUTY**

19.1 The supplier should pay any stamp duties payable under the Stamps Act in respect of the contract.

20. **FORCE MAJEURE**

20.1 The supplier shall not be liable for any delay or failure in making delivery of the sup­plies if it was due to any event which interfered with performance and was beyond the control of the supplier. However, at every time the supplier faces a situation disturbing the due performance of the obligations under this contract due to conditions beyond his/ its control he/it should write to SPC and get its approval. Approval/disapproval will be notified within 7 work­ing days of receipt of same in writing. Parties however shall endeavours to remove any obstacles to performance (when possible) and co-operate to remove the harmful effects as far as practicable

Purchase order No :

Item :

Supplier :

Manufacturer

21 . **NOTICE**

21.1 All notices given in respect of this contract shall be deemed to be sufficiently given if sent by registered post addressed to the parties at the respective addresses at the beginning hereof written.

The common seal of the Said State Pharmaceuticals Corporation of Sri Lanka was affixed hereto in the presence of the two directors/Managing Director and Genaral Manager/Authorised Officers of the State Pharmaceuticals Corporation of Sri Lanka namely**…………………………………………………………….**

**Chairman/Managing Director/Authorized signatory**

**Managing Director/General Manager/Authorized signatory**

**Witnesses**

Signature Name, Address and ID No

**1……………….. ……………………………………………**

**2………………… …………………………………………….**

**Annex VII**

**Form A**

**Supportive documents to be submitted with the Performa Invoice.**

**The following documents should be submitted by the importer with respect to the prospective exporter in India.**

|  |  |  |
| --- | --- | --- |
|  | **Description** | **Remarks** |
| **01** | **Nature of entity: Company/ Proprietorship firm/ Others;** | **Specify here** |
| **02** | **Certificate of Incorporation (or equivalent documents of constitution or association), and/or documents of registration;** | **Certified by company secretary/ a director/ partner/ lawyer.** |
| **03** | **IEC, PAN and GST Registration details (Copies);** | **Certified by company secretary/ a director/ partner/ a lawyer.** |
| **04** | **List of Board of Directors with their complete designation in case of nominee Directors;** | **Certified by company secretary** |
| **05** | **The beneficial ownership with respective shareholding and nationality of shareholders of the JV Member (in case of a JV);** | **Certified by the company secretary or a director** |
| **06** | **A copy (self-attested on all pages) of Power of Attorney in favour of the person who has been authorised, through an appropriate Company Board Resolution or equivalent document, to sign on behalf of the Applicant;** | **Certified by the company secretary/ a director/ a partner/ a lawyer.** |
| **07** | **Financial Status & Capacity, certified by the Statutory Auditors of the company/firm;** |  |
| **08** | **In case of JV, Applicant’s JV Member’s Information (in the format attached);** | **Attach duly filled form “C”** |
| **09** | **Details of non-performed export contracts, if any;** | **Specify details** |
| **10** | **Copy of necessary Certificates regarding safety from relevant agencies in India such as Food Safety and Standards Authority of India (FSSAI) in case of food items; Drugs Controller General of India (DCGI) in case of medicines etc, wherever applicable;** | **Certified by the company secretary/ a director/ a partner/ a lawyer.** |
| **11** | **Details, as mentioned in the attached questionnaire;** | **Attach duly filled form “B”** |
| **12** | **Declaration / Affidavit to the effect that all the information provided in the prescribed format is correct and in case any figures or information given therein are found to be incorrect and/ or certificates/documents provided in support of the relevant information entered therein are found to be fabricated, the contract will not be considered for inclusion under the credit facility (in the format attached).** | **Attach duly filled form “E”** |
| **13** | **Agreement on Receiving Payments in Indian Rupees (INR) by the Indian Exporter’s Bank** | **Attach duly filled form “D”** |

**Form B**

**Format of questionnaire**

|  |  |  |
| --- | --- | --- |
| **S.No.** | **Information sought** | **Response** |
| **1.** | **Has your firm been suspended or debarred by any Multilateral Agency, or any government or government procuring entity, or a UN agency? If Yes, provide details, including date of reinstatement, if applicable. Attach additional sheets, if needed.** | **Yes/No** |
| **2.** | **Has your firm’s account been classified as Non-Performing Asset (NPA) with any Bank/FI or your companies/ promoters/ directors appear in Reserve Bank of India (RBI) Caution List, RBI Wilful Defaulter List (Suit filed as well as non-suit filed), Credit Information Bureau India Ltd (CIBIL) Defaulter List or any other negative list of the Indian central or state government agencies, updated from time to time? If yes, please provide details in a separate sheet, as necessary.** | **Yes/No** |
| **3.** | **Has your firm/organization ever filed or petitioned for bankruptcy? If Yes, furnish details of the case including filing date and current status.** | **Yes/No** |
| **4.** | **Has your firm/ any JV partner been penalized for delay in contractual performance in the last 5 years prior to Application submission deadline. If yes, please provide details in a separate sheet, as necessary.** | **Yes/No** |
| **5.** | **Has there been a termination of your contract for nonperformance in the last 5 years prior to the month preceding the month of Application Submission Deadline? If yes, please describe in detail in a separate sheet, as necessary.** | **Yes/No** |
| **6.** | **Is there any pending litigation against the firm, involving the Government of India, State Governments or any Government agencies, on matters relating to financial impropriety, money laundering and/or tax evasion? If yes, please provide additional details.** | **Yes/No** |

**The undersigned declares that all information, statements and description contained in this document is correct in all respects and complete to the best of my knowledge and belief.**

**Signature……………………..**

**Name of the signatory…………**

**Company Name……………….**

**Note: - In case any figures or information given therein are found to be incorrect and/ or certificates/documents provided in support of the relevant information entered therein are found to be fabricated, the contract will not be considered for inclusion under the credit facility.**

**Form C**

**Applicant’s JV Member’s Information Form**

|  |  |
| --- | --- |
| **S.No.** | **Details required** |
| **1.** | **Applicant Name:** |
| **2.** | **Applicant’s JV Member’s name:** |
| **3.** | **Applicants JV Member’s country of registration:** |
| **4.** | **Applicants JV Member’s date of constitution:** |
| **5.** | **Applicants JV Member’s legal address registered in India:** |
| **6.** | **Applicants JV Member’s authorized representative information-**  **Name:**  **Address:**  **Telephone/Fax No:**  **Email address:** |

**Form D**

**(Exporter’s Bank letter head)**

**--------------------------(date)**

**(Importer’s Bank and Address)**

**------------------------------------**

**------------------------------------**

**-------------------------------------**

**Dear Sir**

**Agreement on Receiving Payments in Indian Rupees (INR)**

**Name of Exporter and Address - ………………………………………**

**Performa Invoice No – ……………………………………………………..**

**Date – ……………………………………………………………………………...**

**Value in USD – ………………………………………………………………….**

**I do hereby agree to receive the payment for the aforementioned consignment of goods supplied to ……………………………………………………………………… (importers name and address), in Indian Rupee terms (INR) through the Indian Credit Facility for year 2022 agreed between the Government of India and the Government of Sri Lanka.**

**This letter is issued on the request of the Exporter**

**……………………………………. ……………………………….**

**(Signature of Authorized Officer (Date and Seal) of the Exporter’s Bank and designation)**

**Form E**

**AFFIDAVIT**

The undersigned declares that all information, statements and description contained in the Application is correct in all respects and complete to the best of our knowledge and belief.

We understand that in case any figures or information given therein are found to be incorrect and/ or certificates/documents provided in support of the relevant information entered therein are found to be fabricated, the contract will not be considered for inclusion under the credit facility

**Name of firm/company:**

**Signature(s) of authorized representative(s) of the Applicant:**

**Name of signatory:**

**In the capacity of:**

**Address:**

**Date:**

|  |  |
| --- | --- |
| **BANK INFORMATION** | **IEC CODE OF THE EXPORTER** |
| **ACCOUNT NUMBER** |
| **AD BANK NOSTRO A/C DETAILS** |
| **BIC CODE** |
| **BANK NAME** |
| **GOODS DETAILS** | **VESSEL NAME/IMO NO.** |
| **COUNTRY OF ORIGIN (EXPORTER)** |
| **SHIPMENT TO (PORT)** |
| **SHIPMENT TO (COUNTRY)** |
| **SHIPMENT FROM (PORT)** |
| **SHIPMENT FROM (country)** |
| **SHIPMENT DATE** |
| **CONTRY OF ORIGIN OF GOODS** |
| **AMOUNT PAYABLE INCLUDING MISC. CHARGES** |
| **AMOUNT OF INVOICE** |
| **BILL NO/ INVOICE NO** |
| **HS CODE** |
| **DESCRIPTION OF GOODS EXPORTED** |
| **ADDRESS** | |
| **EXPORTER NAME** | |