

Dated: 27.09.2023

No.B1/Registration of firms/MED

To

Institutional /Marketing Managers,

**Sub : New Registration of Pharmaceutical Companies/Firms/Distributors for participating in E-tender for the supply of medicines, surgical and lab. items.**

Inviting applications from pharmaceutical companies/firms/distributors for registration and to participate in the annual e-tender for the supply of Medicines/Surgical/Tinctures & Chemicals/X-ray/ECG/Lab. items as per the terms & conditions mentioned below. It is requested to send all the required documents as listed below (hard copies) to the following address on or before 31.10.2023. Companies/firms/distributors who fulfill prequalification criteria will be registered only after recommendation by the Hospital Technical Committee and approval of competent authority of Cochin Port Authority. **No application for registration will be accepted after the due date. Firms already registered with Cochin Port Authority need not register again.**

Postal Address: The Chief Medical Officer (I/C)  
Cochin Port Authority Hospital,  
Willingdon Island,  
Cochin – 682 003.

Terms & Conditions for registration

**Mandatory Conditions**

- 6.1 The manufactures/firms and those firms depend on third party manufacturing will have to submit valid
  - i. WHO-GMP/ CGMP/COPP
  - ii. ISO 9001
  - iii. certificate of the manufacturer and third party manufacturer.
- 6.2 They should provide the list of drugs manufactured/ marketed under their license, for which only they can quote.
- 6.3 The Quoted drug should be available in the prescription market.
- 6.4 Items under price control by NPPA /DPCO / Government of India to be indicate.
- 6.5 Vendors must be already supplying Medicines to any one Central Public Sector undertaking (CPSU)/ Central Government Institution/ any Port Authority Hospital. (copies of Purchase Order for the last 2 years)
- 6.6 Preference will be given to make in India companies.
- 6.7 List of Central Govt. Institutions /Central Public Sector Hospitals already being supplied.
- 6.8 "No conviction certificate" from the State Drug Controller according to the Drugs and Cosmetics Act 1940. The manufacturer should not have been debarred for last five years.
- 6.9 GST, Pan No., any other reference copies of the above documents to be enclosed.
- 6.10 Copy of Income Tax return for last 3 years.

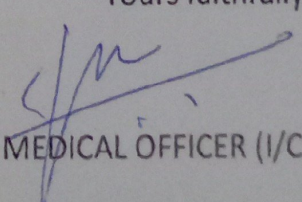
- 6.11 The principal manufacturing unit should have annual turnover of Rs.20Crores (Rupees twenty crores) or more in each year for last 3 years (keep turnover certificate)
- 6.12 The Manufactures should hold valid and up-to-date manufacturing licenses in specified forms for various categories of allopathic drugs, issued by the drug control Authority of the State under the provisions of Drugs and Cosmetics Act, 1940
- 6.13 All the supporting documentary evidence should be signed by authorized signatory/attested by Notary Public.
- 6.14 Willingness to accept the Hospital Technical Committee's right to reject or cancel registration/offer of any firm without assigning any reason thereof.
- 6.15 Mode of marketing, i.e. direct or through authorized agency.
- 6.16 Willingness for rate contract for 1 year.
- 6.17 Willing to accept back medicines nearing expiry date (before 3 months) & adjust in the next bill.
- 6.18 Supply to the hospital in good condition and up to the satisfaction of the Store Keeper at the expense of the supplier.
- 6.19 The company/vendor is required to supply the rate contract items within 21 days of receipt of purchase order.
- 6.20 All items should be stamped/printed/labeled as "Cochin Port Authority 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.
- 6.21 Long Expiry date items, having more than 1 year at least, should be supplied.
- 6.22 In case of multiple Firms offering same rate for same item in the tender, preference will be given to the Firm fulfilling the following desirable conditions in the order mentioned below:
- Higher market standing
  - R&D facility available with the company
- 6.23 Any violation of the any of the conditions above will make the firm liable for debarring/blacklisting from participating in the tenders of CoPA for 5 years. The position may be intimated to the Drug Controller, PSUs, other major Ports, Govt. of India and H&FW Department.

#### Desirable conditions

- 6.1.1 Approval copy from Government for Manufacturing /Marketing of the items quoted.
- 6.1.2 Lab test report (certificate of analysis from Govt. approved Lab) to be enclosed with each batch of supply.
- 6.1.3 Information on their specific products listed in the ORG-MARG Analysis/CE Mark/I.M.S. Analysis etc.
- 6.1.4 Quality control procedures adopted for Raw Material & Manufacturing process (please enclose details).
- 6.1.5 Details of Research & Development facilities and list of original research molecules / formulations developed.
- 6.1.6 Investments of firm in infrastructure, Research and Development.

Authorized Signatory of the Firm

Yours faithfully,

  
CHIEF MEDICAL OFFICER (I/C)