

GOVERNMENT OF PUNJAB
DEPARTMENT OF HEALTH AND FAMILY WELFARE
(HEALTH - 6 BRANCH)

ORDERS OF THE GOVERNOR OF PUNJAB

In supersession of the policy guidelines issued from time to time the Governor of Punjab is pleased to lay down the following policy Guidelines for the purchase of Drugs/Medicines for the State of Punjab.

A) MODE OF PURCHASE:

Drug/Medicines will be purchased by inviting open Tenders through an Advertisement in the leading Newspapers.

B) ELIGIBILITY CRITERIA FOR TENDERS:

Only those companies/Firms which are in existence for three years and have been manufacturing Drugs/Medicines for the last three years and also having a turn over of atleast Rs. 4 Crores in the preceding year will be eligible to bid and submit tenders. For suppl of Hospital material, like bandages, cotton, gauze, surgical gloves, suture material, glassware, laboratory reagents, chemicals, detergents, disinfectants etc., firms having turn over of Rs. One Crore will be eligible for bidding. If the tenders are not as per N.I.T tenders will be rejected and recalled.

C) BIDDING PROCEDURE:

The tenderers will have to submit two separate Tenders i.e. Technical Bid and the Financial Bid separately in two separate sealed cover envelopes.

D) TECHNICAL BID:

In the technical bid the firm will have to give detailed information regarding:-

- a) Total coverage of the premises and area provided for manufacturing.

- b) Particulars of the technical staff and other personnel. The Company must have at least a manufacturing Chemist and one Quality Control Analyst.
- c) The company must provide G.M.P (Good Manufacturing Practice) Licence issued by the Drugs Controller.
- d) Stability profile on each item, i.e. study of the Drug after 6 months, 9 months, 12 months at different room temperatures (Shelf life study).
- e) The firm should give a certificate that no item has been recalled during the last three years.
- f) Turn over of the firm during the last three years. A copy of the balance sheet/profit and loss account of the firm fully audited by Chartered Accountant and as submitted to Income Tax and Sales Tax authorities. The company has to produce a certificate that the firm/company(s) turnover is above Rs. 4 Crores.
- g) Name of the Bankers and facilities available from the Bank-over draft facilities etc.
- h) The firm will have to give the following information:-
 - i) Copy of Income Tax Return for the preceding year.
 - ii) Central Sales Tax No. and State Sales Tax No.
 - iii) Attested copies of the latest Income Tax Clearance.
 - iv) A certificate that the firm has not been convicted.
 - v) A certificate that the firm has not been black listed by any State Government or Govt. of India.
- i) The firms should furnish a bank guarantee/security/earnest money to the tune of Rs. 25,000/- per tender.

- j) The tendering firms should submit testing report from Laboratories with the tenders which will not more than two months old.

In case any firm does not submit any of the above mentioned information documents, the Technical Bid of that firm will be rejected.

II) FINANCIAL BID:

Financial bid is to be considered only if the firm qualifies for the Technical Bid. The firm has to quote the rate to be charged for the various Drugs/Medicines inclusive of the Excise Duty but exclusive of the Sales Tax. However the sales tax is to be mentioned separately. After taking into consideration all the facts/factors, the Departmental Purchase Committee would select the three firms whose offers are otherwise found in order and whose rates are the lowest inclusive of all taxes. The lowest rate thus received will be offered to the other two firms quoting the second lowest and the third lowest rate and if agreed to by these firms the lowest rate will also be offered to those two firms after negotiations. Efforts would be made to bring atleast three firms on the contract for supply of Drugs/Medicines. So as to ensure smooth and regular supply. Tenders of Public Sector Companies/Firms would be considered even if these are 10% above the lowest tender offer but these will be approved for supply only if they agree to supply at the lowest rate. Orders will be placed on all the firms equally. If Public sector undertaking is not 10% higher and is not considered, in the first three lowest firms will be asked to supply one third quantity each. If the Public sector undertaking qualifies but is not amount the first three, then supply would be taken from four firms equally.

A Technical committee will be set up for security of Tenders. Tenders will generally be invited with a notice of three weeks but short term tenders can be called as per PFR. All imports will be made through the

Controller of Stores. If the firm fails to supply the requisite medicine/drugs within the stipulate period the firm will be penalised and arbitration will be started against the firm/firmss as per Controller of Stores Rules. Generally, Store Purchase Rules are elaborated and will be followed in toto. In case any deviation is to be made, prior approval from Finance Department will be obtained.

D: MODEL INDENT:

Model Indent of Delhi would be followed in toto. Any changes in the Model Indent would be got approved from the Govt. In the Department of Health and Family Welfare. The Teritiary Level Hospital/Medical Colleges will be allowed to purchase 25% drugs outside the list of Model Indent upto 25 % of the available budget Drugs/medicines as worked out by the department after following the store purchase Rules.

E: QUALITY CONTROL:

Drugs/Medicines will be purchased directly from the manufacturers and not from the agents unless, it is foreign Drug and the agent is a sole selling company.

To ensure quick check up of quality of Drugs/Medicines and the supply in each batch, Drugs/Medicines will be got tested from the following laboratories:-

- i) Analytical Testing Services E-47/9, Okhla Indl. Area, Phase 2, New Delhi. 110020
- ii) Shriram Institute for indl. Research Laboratories No. 19, University Road, New Delhi 110007
- iii) Sopbisticated Industrial Analytic Labs P.Ltd. C-95, Okhla Ind. Estate, Phase-1, New Delhi. 110020.
- iv) Arbro Pharmaceuticals Ltd. (Analytical Division) No. 6/14, Kirtinagar, Ind. Area, New Delhi. 110015

F: CENTRALISED STORES:

In order to ensure adequated and regular supply of Drugs/Medicines, a Centralised Store will be set up where all the Drugs/Medicines purchased would be received, computerised and then distributed further to the various hospitals/health institutions.

- a) or the Directorate of Health and Family Welfare the Centralised Store will be set up in the office of Directorate of Health and Family Welfare.
- b) For Directorate of Medical Education and Research the Centralised Store will be set up in the premises of Govt. Rajindra Hospital, Patiala under the control of Medical Supdt. Rajindra Hospital, Patiala.

'C' PROCEDURE TO BE FOLLOWED:

(i) (a) The Tenders for puchase of Drugs/Medicines included in the list of Model Indent will be floated by Directorate of Health and Family Welfare for its own requirement as well as for requirement of Directorate of medical Education and Research and this will also be mentioned in the notice inviting tenders. The list of firms approved for purchase of Drugs/Medicines will be sent to Director Medical Education and Research after the same is approved by the Departmental Purchase Committee

Directorate of Health and Family Welfare for purchase of Drugs/mdicines included in the list of Model Indent and will make purchase of these Drugs/Medicines from the firm approved by Directorate of Health and Family Welfare only.

2) b) Similarly, the Directorate of Medical Education and Research will float tenders for the purchase of all other Drugs Medicines which are not included in the list of Model Indent be are required either by Directorate of Health and Family Welfare or Directorate of Medical Education and Research or both and for all items of Hopital material like bandages, cotton,

gauze, surgical gloves, suture material, glassware, laboratory reagents, chemicals, detergents, disinfectant etc. and other items. While floating tenders for these items it shall be clearly mentioned in the notice inviting tenders that the tenders are invited for purchase of such material for Directorate of Health and Family Welfare also. The list of firms so approved for purchase of such materials by the Department Purchase Committee constituted for Directorate of Medical Education and Research will also be the Director Health and Family Welfare for placing orders and purchase from these firms.

CONSTITUTION OF THE DEPARTMENTAL PURCHASE COMMITTEE

3) The Constitution of the Departmental Purchase Committee for the Directorate of Health and Family Welfare and for Director of Medical Education and Research shall be as follows:-

A) For Directorate of Health and Family Welfare:

1)	Directorate Health and Family Welfare	Chairman
2)	Director Family Welfare	Member
3)	Director Medical Education and Research or his nominee (not below the rank of Joint D.R.M.E. or O.S.E)	Member
4)	Deputy Director, Store and Purchase Br.	Member
5)	Joint Controller Finance and Accounts	Member
6)	Representative of National Institute of Pharmaceutical Education and Research,	Member

	(NIPER) Mohali.	
7)	Representative of Department of Finance (Not below the rank of Deputy Secretary)	Member
8)	Representative of Controller of Stores (Not below the rank of Asstt. Controller of Stores)	Member
9)	Two Doctors not below the rank of S.M.O (to be nominated by the Admn Department)	Member

B) For The Directorate of Medical Education and Research:

1)	Directorate Research and Medical Education	Chairman
2)	Joint Director Research and Medical Education/Officer on Special Duty	Member
3)	Director Health and Family Welfare or nominee (not below the rank of Joint Director)	Member
4)	Representative of National Institute of Pharmaceutical Education and Research, (NIPER) Mohali.	Member
5)	Representative of Department of Finance (Not below the rank of Deputy Secretary)	Member
6)	Representative of Controller of Stores (Not below the rank of Asstt. Controller of Stores)	Member

7)	One of the Principals of the three Medical Colleges of the state (to be nominated by Admn. Department)	Member
8)	One of the Principals of two dental Colleges of the State (to be nominated by the Admn. Department)	Member
9)	Two Professors (to be nominated by the Admn Department)	Member

The Departmental Purchase Committee can purchase upto Rs. 10.00 lacs per item. Beyond this, the purchase will be made with the prior approval of the Government.

G. ALLOCATION OF BUDGET

A) 80% of the budget meant for purchase of Drugs/Medicines will be utilised for the purchase at the level of Health and Family Welfare Directorate and remaining 20% of the Budget will be allocated by Director Health and Family Welfare to the Civil Surgeon for making purchase of those emergent Drugs/Medicines which are of emergent need.

B) Similarly 80% of the budget meant for purchase of Drugs/Medicines will be utilised at the level of Medical Education and Research Directorate and the remaining 20% will be allocated by Director Research and Medical Education to the various Medical/Dental College and the Hospitals attached to the colleges for the purchase of Drugs/Medicines.

iv) MEETING TO THE DEPARTMENTAL PURCHASE COMMITTEES TO THE HELD REGULARLY:-

a) All the Civil Surgeons will submit a monthly statement so as to reach the office of Director health and Family Welfare by 15th of every month indicating therein the availability of various drugs/medicines and also

the requirement for various items. The requirement of Drugs/Medicines will be assessed and a consolidated demand would be projected by Deputy Director Store Purchase Branch to the Departmental Purchase Committee by 25th of every month. The Departmental Purchase Committee will hold its meeting regularly in the first week of every month to review the availability of Drugs/Medicines in the centralized Store as well as with the various Civil Surgeons and Hospitals. The Departmental Purchase Committee will take necessary action regarding inviting the tender offers, approving the rates or recommending the cases to the Government for approval as the case may be. The Committee will also monitor the placing of supply orders to the various firms, position regarding the supplies being made by the firms and also the stock position of various Drugs/Medicines in the Centralized Store. This Committee will also review and monitor the position regarding purchase and supply of all others Drugs/Medicines not include in the list of Model Indent and other Hospital Materials for which the Director Medical Education and Research will be floating tenders and approving the firms for purchase.

b) Similarly all the Principals/Medical Superintendents of Medical/Dental Colleges and Hospitals attached to the colleges will submit a monthly statement so as to reach the office of Director Research and Medical Education by 15th of every month indicating therein availability of various Drugs/Medicines and other hospital materials and also their requirements. The requirements of Drugs/Medicines and hospital material will be assessed and a consolidated demand would be projected by Joint Director Medical Education and Research/O.S.D to the Departmental Purchase Committee by 25th of every month. Departmental Purchase Committee will hold its meeting regularly in the first week of every month to review the availability of Drugs/Medicines and other hospital materials

and also to take further necessary action regarding inviting of tender offers and approving the rates. This committee will also monitor the latest position regarding placing of supply orders with the various firms, supplies being made by the firms.

‘H’ PURCHASE OF CIVIL SURGEONS/PRINCIPALS OF MEDICAL/DENTAL COLLEGES AND MEDICAL SUPERINTENDENT OF HOSPITALS

a) 20% of the budget will be allocated by the Director Health and Family Welfare to the Civil Surgeons for making purchase of emergency Drug/Material and hospital material which are of emergent need. Such Drugs/Material and hospital material will be purchased by a committee headed by Civil Surgeon and a representative of Deputy Commissioner of the level of executive magistrate as a member having Assistant Civil Surgeon, Assistant Controller Finance and Accounts (ACF&A) and two more Doctors (not below the rank of SMO who will be nominated by the Director Health and Family Welfare) as a member of the Committee.

b) Similarly 20% of the budget will be allocated by Director Medical Education and Research to various Medical/Dental Colleges and Hospitals for making purchase of emergency Drug/Medicines and Hospital Materials which are of emergent need. Such Drugs/Medicines and Hospital material will be purchased by a Committee headed by Principal of Medical College and having Principal Dental College, Medical Superintendent of Hospital, representative of Deputy Commissioner of the level of Executive Magistrate, Assistant Controller Finance and Accounts and two Professors (nominated by Director Medical Education and Research) as a member of the committee.

c) Drugs/Medicines which are included in the list of Model indent

but are not available in the Centralized Store, other Drugs/Medicines not included in the Model Indent and also items of hospital material which are not available in the Centralized store will be purchase out of this 20% budget mentioned in (a) and (b) above. Drugs/Medicines included in the Model Indent and other hospital materials for which the purchases are made at the level of Directorate of Health and Family Welfare of Director Medical Education and Research will be purchased only after obtaining a “Non-Availability Certificate” (NAC) from the concerned Centralized Store. However, any Drug/Medicines or Hospital Material can be purchased by Civil Surgeons in case of any Emergency or Natural Calamity like flood, fire, epidemic or major accidents etc. Ex-post facto approval of the Govt. will be sought in such case subsequently. The committee as mentioned in (a) and (b) above can make purchases by taking quotations or offers from the open market but Drugs/medicines manufactured by Public Sector Undertakings/Joint Sector Undertakings will be preferred.

POLICY GUIDELINES FOR THE DIRECTORATE OF AYURVEDA

The Constitution of Departmental Purchase Committee will be as follows:-

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|----|--|----------|
| 1) | Director Ayurveda | Chairman |
| 2) | Deputy Director Ayurveda | Member |
| 3) | A representative of Dept of Finance
Not below the rank of Deputy Secretary | Member |
| 4) | A representative of Controller of Stores
Not below the rank of Assistant Controller of Stores | Member |
| 5) | Section Officer (Accounts) | Member |
| 6) | Superintendent Ayurveda Pharmacy, Patiala | Member |
| 7) | One Ayurveda medical Officer not below the rank of | Member |

District Ayurvedic Officer to be nominated by Secretary
Health and Family Welfare

The Drugs/Medicines including the raw material for preparing the medicines will be purchased by floating open tenders through advertisement in the press. The firm should have turn over of minimum of Rs 1.00 crore. A Centralised store will be set up at Government Ayurveda Pharmacy, Patiala for the Directorate of Ayurveda from where the Drugs/Medicines be further distributed to the Ayurvedic Dispensaries from Centralised Store.

The above mentioned constituted Departmental Purchase Committee will have the powers to approve the purchase upto Rs.2.00 lacs and the cases above two lacs will be sent to Government for approval.

POLICY GUIDELINES OFR THE DIRECTORATE OF
HOMEOPATHY

The Constitution of Departmental Purchase Committee will be as follows:-

- | | | |
|----|-------------------------------------|----------|
| 1) | Director Homeopathy | Chairman |
| 2) | Assistant Director Homeopathy | Member |
| 3) | A representative of Dept of Finance | Member |

Not below the rank of Deputy Secretary

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|----|--|--------|
| 4) | A representative of Controller of Stores | Member |
|----|--|--------|

Not below the rank of Assistant Controller of Stores

Two District Homeopathy Officer to be nominated by Secretary Member Health and Family Welfare

The Drugs/Medicines including the raw material for preparing the medicines will be purchased by floating open tenders through advertisement in the press. The firm should have turn over of minimum of Rs 1.00 crore. A Centralised store will be set up at Government Homeopathic Dispensary, Mohali for the Directorate of Homeopathic from where the Drugs/Medicines be further distributed to the Homeopathic Dispensaries from Centralised Store.

The above mentioned constituted Departmental Purchase Committee will have the powers to approve the purchase upto Rs.2.00 lacs and the cases above two lacs will be sent to Government for approval.

Dated, Chandigarh
The 1st March, 1996

D.S. Bains
Special Secretary to Govt. of
Punjab, Health & Family Welfare

GOVERNMENT OF PUNJAB
DEPARTMENT OF HEALTH AND FAMILY WELFARE
(HEALTH - VI BRANCH)

ORDER

In partial modification of policy guidelines for the purchase of medicines/drugs issued vide No. 6/44/91-3HB VI/4770 dated 1-3-1996, the following amendments in the the condition mentioned in coloumn 'D' under head 'TECHNICAL BID' are hereby made:-

(i) No item recalled certificate:

Under head (D) clause appearing (e) the following amendment is made:-

"A Certificate to the effect that the Tenders has not been found defaulter or black listed or prosecuted for producing and supplying substandard or misbranded medicines by the Central/State Govt. or by any undertaking Institution under their control during the last 3 years, be given as affidavit. And an attested photocopy of certificate to the fact that tenderer has not been found guilty of supplying spurious/adulterated drugs by the Central/State Govt. or by any undertaking Institutions under their Control issued by the State Licensing Authority should be attached.

(ii) Model Indent

In place of Model Indent of Delhi Govt. the National Essential Drugs list evolved by the Government of India Ministry of Health and Family Welfare be adopted. Any changes additions/alterations made by the Govt. of India at any stage shall also be automatically applicable.

(iii) Centralised Store

The supply at Centralised stores at Chandigarh and Rajindera Hospital, Patiala is discontinued. The firms making the supply shall have to despatch their goods for destination (i.e. o/o Principal, Civil Surgeon and Medical Superintendents in the State). However, the payments after receipt of duly verified bills shall be centralised as before in respect of budgetary allotment with the Directorates.

(iv) Allocation of Budget

Instead of 80:20 budget, 75% will be utilised at the office of Directorates and the remaining 25% will be allocated to Directorates to Civil Surgeons and various Medical/Dental Colleges and the Hospitals attached to the colleges for making purchase of those emergent drugs/medicines which are of urgent need.

(v) Meeting of the Departmental Purchase Committee.

Instead of monthly meeting of the Departmental Purchase Committee, the meeting of the Departmental Purchase Committee will be held once in three months.

(vi) Earnest money deposit

Earnest money of Rs. 2,000/- is increased to Rs. 25,000/-

Note:- 1) Purchase from Distributors:- At present there is provision for only manufacturing firms are eligible for the technical and financial bidding. But there are certain essential items like Dental and Chemical materials which are not manufactured in India but their authorised distributor do exist. A list of such essential requirements be by Director, Research & Medical Education and got approved from the Govt. Exemption from

the operation of this clause shall be given to such authorised dealers.

2) Drugs not in the Model Indent:-

It has already been provided that drugs which are not included in the Model Indent, will be purchased by the Committee under Director, Research & Medical Education, Punjab subject to a budgetary ceiling. If some model Indent of drugs has been evolved by AIIMS Delhi or PGI Chandigarh, the same shall be adopted by the State, Medical Colleges as well.

Sd/-

Rajest Chhabra

Principal Secretary to Govt. Punjab
Department of Health and Family Welfare

Dated, Chandigarh
the 5th June, 1997

ਪੰਜਾਬ ਸਰਕਾਰ
ਸਿਹਤ ਤੇ ਪਰਿਵਾਰ ਭਲਾਈ ਵਿਭਾਗ
(ਸਿਹਤ - 6 ਸ਼ਾਖਾ)

ਵੱਲ

ਡਾਇਰੈਕਟਰ, ਸਿਹਤ ਸੇਵਾਵਾਂ, ਪੰਜਾਬ,
ਚੰਡੀਗੜ੍ਹ।

ਮੀਮੋ ਨੰ: 6/13/99-3ਸ6/5776
ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ 7, ਮਾਰਚ, 2000

ਵਿਸ਼ਾ: ਹਿੰਦੂਸਤਾਨ ਲੈਟੇਕਸ ਲਿਮ: ਨੂੰ ਪਬਲਿਕ ਸੈਕਟਰ ਘੋਸ਼ਿਕ ਕਰਨ ਬਾਰੇ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਸਬੰਧ ਵਿੱਚ।

2. ਭਾਰਤ ਸਰਕਾਰ, ਸਿਹਤ ਤੇ ਪਰਿਵਾਰ ਭਲਾਈ ਮੰਤਰਾਲਾ, ਨਵੀਂ ਦਿਲੀ ਨੇ ਲਿਖਿਆ ਹੈ ਕਿ ਹਿੰਦੂਸਤਾਨ ਲੈਟੇਕਸ ਲਿਮ: ਭਾਰਤ ਸਰਕਾਰ ਦਾ ਪ੍ਰਵਾਨਿਤ ਅਧਾਰ ਹੈ। ਇਸ ਵਰਮ ਨੂੰ ਰਾਜ ਸਰਕਾਰ ਵਲੋਂ ਖਰੀਦ ਕਰਨ ਲਈ ਪ੍ਰਾਈਨ ਪ੍ਰੋਫਰੈਸ ਦਿਤੀ ਜਾਵੇ। ਭਾਰਤ ਸਰਕਾਰ ਦੇ ਪੱਤਰ ਦੀ ਕਾਪੀ ਆਪਣੂੰ ਸੂਚਨਾ ਅਤੇ ਯੋਗ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜੀ ਜਾਂਦੀ ਹੈ।

ਸਹੀ/-
ਸੁਪਰਡੈਂਟ