



मुरगांव पत्तन प्राधिकरण-चिकित्सा विभाग □
MORMUGAO PORT AUTHORITY-MEDICAL DEPARTMENT
Certified for ISO 9001:2015 and ISO 14001:2015 management system

Dispatch No: MD/PS/

Date: 15.04.2026

By: Post/Mail

TO:

From:

MORMUGAO PORT AUTHORITY
MEDICAL DEPARTMENT
MEDICAL PROCUREMENT & STORES
HEADLAND, SADA, MORMUGAO, GOA-403 804

Dy.MM : 2594918, 2594924.Stores:2594937

Mail: edwin.vaz@mptgoa.gov.in

balaji.keni@mptgoa.gov.in

Website: www.mptgoa.gov.in

NOTICE INVITING LIMITED TENDER

Mormugao Port Authority, Medical Department (MPA Hospital) invites offers for the supply of following Medicine/Materials from the registered vendors.

Tender No.	MD/PS/2026/226	Tender Closing Date & time	29-04-2026 at 15.00 hrs
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Our Code / Composition of Medicine	Approved Companies	Quantity
H20300080 Metformin 500mg tab Special terms & conditions as per annexure 'A' attached	APPROVED PHARMACEUTICAL COMPANIES IN CATEGORY –A 1.Approved companies are enlisted overleaf 2.Offers only for the approved companies will be considered	300,000 Nos.
Delivery Period: Within 02-04 weeks from the date of receipt of Purchase order.	Note: Offers only for the approved companies will be considered.	

The bidder should submit the Tender in the sealed cover and only in the **prescribed format given overleaf**, super-scribing with **tender number and opening date** and should address to the office of **Chief Medical Officer** OR Alternately, the bid envelope can also be deposited in the Tender Box located in Hospital premises on **or before the closing date/time**. Note: The bids received after closing date/time will not be considered. The tenders received on or before the closing date will be opened on the tender closing date at 15.30hrs.

If the bidder desires to furnish their offer by e-mail, than they will have to send the offers **with protected password before the closing due date & time of tender**. The protected password will have to be sent on the closing date **between 15.00-15.30hrs strictly by mail**. If the Password is received thereafter, the tender will not be considered.

The terms & conditions are given overleaf. The bidders should accept all the tender terms & conditions. The Bidders may witness the tender opening if they desire so.

The Administration reserves the right to accept or reject any tender in whole or in part without assigning any reasons thereof.

Thanking You,

भवदीय,

Chief Medical Officer

TENDER TERMS AND CONDITIONS

1. The bidder should quote their prices on FOR destination basis to be supplied to our Stores at Headland Sada on door delivery basis inclusive of freight and clearly indicate the quantum of GST.
2. We being Govt. entity, the bidders shall quote prices applicable to Govt. Hospitals/Institutions. The bidders should indicate the prevailing MRP rates.
3. Any delay in supply is subject to LD @ 0.50% per week. Max 10% of the basic value of order. Further, in case of delay in supply beyond delivery date, we may reject the entire supplied quantity or in part thereon.
4. **Expiry of Medicine:** The expiry period of the item shall not be less than 2/3rd of the manufacturing shelf life at the time of supply. In case the item having less than 2/3rd shelf life at the time of supply, expires the successful tenderer shall arrange to replace the same by fresh stock at his own cost. Further, any Medical/Surgical/Pathological item even if having 2/3rd shelf life which remain unused for 3 months prior to date of expiry shall be collected by the supplier immediately upon intimation and the same shall be replaced with fresh stock with longer expiry or credit note for equivalent value of the item shall be issued
5. The Offer once quoted shall be valid for 60 days from the date of opening
6. **Payment:** Payment will be made within 30 days after the receipt of the bills/materials; whichever is later provided the bill is in order.

Chief Medical officer मुख्य चिकित्सा अधिकार

BIDDERS should furnish their offer only in the sample format given below:

Enquiry No: MD/PS/		Due on:		at 15:00 hrs				
Composition of the Medicine quoted / Description of Material quoted	Name of Company	Brand Name	Packing size	Quantity /Unit	MRP Rate	Rate Offered without GST (Basic)	GST in %	Final unit Rate with GST in Rs.
The Delivery Period Offered:								
(PI indicate the earliest delivery period offered)								
We are the authorised dealer/distributor and agree to supply Mormugao Port Authority, the material/medicine specified in the subject tender in accordance with the terms and conditions thereon. We further agree that the acceptance of this tender by the Chief Medical Officer shall constitute a binding contract between us and the Mormugao Port Authority. We will furnish the authorisation letter on demand.								
Date		Signature of Bidder with Office seal						
Name of Tenderer / Contact mobile number & Complete Office Address of Bidder								
List of Approved Manufacturing / Marketing Companies (only through Non-Generic Divisions) in <u>CATEGORY-A</u>								
1	Abbott	19	Johnson & Johnson	37	United Biotech			
2	Alkem	20	Lupin	38	USV			
3	Alembic	21	Leeford	39	Wockhardt			
4	Aristo	22	Mankind	40	Wallace			
5	Aventis	23	Macleods	41	Walter & Bushnell			
6	Biocon	24	Merck	42	Zydus Health Care			
7	Cipla,	25	Meyers Organics	43	Zypher			
8	Dr. Reddys	26	Neon	44	Zuventus			
9	Discovery/ Future-Mankind	27	Novo Nordisk					
10	Franco India	28	Panacea Biotech					
11	Geno Pharma	29	Pfizer					
12	Glaxo (GSK)	30	Procter & Gamble (P&G)					
13	German Remedies	31	RPG Life Science					
14	Glenmark	32	Serdia,					
15	Indoco Remedies	33	Serum Institute					
16	Intas	34	Systopic					
17	IPCA	35	Sun Pharma					
18	Jenburkt	36	Torrent					

SPECIAL TERMS & CONDITIONS

Annexure 'A'

1. Only the names of Pharmaceutical / Marketing Companies as listed in tender of Mormugao Port Authority are eligible to quote for this tender directly or through their Authorized Dealers / Distributors / Stockiest.
2. The Dealers / Distributors / Stockiest quoting on behalf of the selected Companies are eligible to quote provided they furnish the scanned copies of original valid Authorization Letters from their respective Pharmaceutical Manufacturing / Marketing companies in the prescribed format.
3. The Dealers / Distributors / Stockiest shall submit a scanned copy of the original valid Drug License issued in their name by the FDA to sell/stock/distribute the Medicines Listed in Tender.
4. The Pharmaceutical Companies (Manufacturing / Marketing) shall furnish scanned copy of the original Valid Drug Manufacturing Licence from the FDA to manufacture or market the particular drug mentioned in Cover-I, failing which that drug shall not be considered for evaluation. The items quoted shall be clearly mentioned in the License. The Licence should be submitted either by the Pharmaceutical Company or through their authorized Dealer/Distributor/Stockiest.
5. The Bidder shall give a self-declaration 'Non-Conviction Certificate' duly signed by the Authorized Official stating that they have 'not been convicted', 'not blacklisted' and the medicine has 'not been declared as not of standard quality' by the FDA during the last five years prior to this tender.

Chief Medical Officer

FORMAT TO FURNISH AUTHORIZATION LETTER

1. This letter shall be typed on the Pharmaceutical companies letterhead, who is issuing the authorization letter.
2. The authorization letter shall be signed only by the authorized Official of company clearly indicating the name & designation of issuing official.
3. Format of authorization letter given below:

To:
The Chief Medical Officer
Mormugao port Authority Hospital
Headland, Sada

Sub: Authorization letter for supply of Medicine to MPA, Goa

I the undersigned Mr _____ Designation, _____, Contact cell no: _____ and e-mail _____ is the authorized Official to issue this letter on behalf of the company.

M/s _____ from _____ is our authorized dealer/distributor /stockiest/authorized firm to supply our product in Goa Region under Institutional Rates.

As such, on behalf of the company, hereby authorize _____ M/s _____, contact person _____ Mr. _____ Cell No _____ to quote for our company's product against the subject Rate Contract Tender No. _____.

We hereby undertake the responsibility to supply the medicine as per the terms & condition stipulated in the tender documentation.

Signature of authorized Official of company
with office seal
Cell No.:
e-mail:

Date of issue of this letter: