

No.2-135/2002-Vety-Vol-14-(2017-2018)
Directorate of Animal Husbandry
Himachal Pradesh.

From,

The Director, Animal Husbandry,
Himachal Pradesh, Shimla-5.

To,

The Drug Controller,
State Drugs Controlling Authority,
Nagar Panchayat Bhawan Sai Road Baddi,
District Solan (HP)
Dated Shimla-5

Subject:-

Himachal Pradesh State Government Policy for the purchase of
Veterinary Medicines 2017-2018.


Sir,

I have the honor to inform that Government vide notification
No.AHY-A(9)-1/2012 dated 01.06.2017 has notified new policy for purchase of Veterinary
Medicines. This policy is available at department website: [www.hpagrisnet.gov.in/Animal
Husbandry](http://www.hpagrisnet.gov.in/AnimalHusbandry).

In this context it is to inform that a representative of
drug controller Himachal Pradesh has been nominated as member in dispute redressal
committee under this policy.

This is for your information and further necessary action, please.

Yours faithfully,


(Dr. Yonus Ansari)
Director, Animal Husbandry,
Himachal Pradesh-171005
Tel:0177-2830089

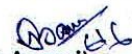
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Copy forwarded to the followings: -



Dated Shimla-171005

1. Joint Director, Animal Husbandry, Palampur Distt.
Kangra and Joint Director, SLBP) Directorate of Animal Husbandry H.P Shimla-5 for
information and necessary action.
2. Chief Executive Officer, Himachal Pradesh Livestock
Development Board Directorate of Animal Husbandry Shimla-5 for information and necessary
action.
3. Managing Director, HP Wool Federation, Shimla-9
for information and necessary action.
4. All Drawing and Disbursement Officer, Animal Husbandry
Department in Himachal Pradesh for information and necessary action.
5. Nodal Officer, I.T for placing copy of Policy on website.


(Dr. Yonus Ansari)
Director, Animal Husbandry,
Himachal Pradesh-171005
Tel:0177-2830089

No. AHY-A(9)-1/2012
Government of Himachal Pradesh
Department of Animal Husbandry



Dated, Shimla-171002, the

01-06-2017

Notification

In supersession of this department notification of even number dated 22-03-2017, the Governor, Himachal Pradesh is pleased to re-notify the H.P. State Government Policy/ Guidelines for the purchase of Veterinary Medicines as under:-

Title:

Himachal Pradesh State Government Policy Guidelines for the Purchase of Veterinary Medicines

GUIDING PRINCIPLES:

- I. Quality, Price, Reliability and Supply Stability to be the main criteria for carrying out transactions.
- II. Fair Competition to be ensured by the Department of Animal Husbandry, HP(DAH) and the tendering/facilitating agency(HP Woolfed).
- III. Medicines etc. to be purchased/procured in a transparent manner. To ensure transparency, tender documents should provide all the necessary information to facilitate submission of appropriate and competitive tenders.
- IV. All the bidders to be treated with fairness and it is ensured that they are given the same level of information for preparing quotations/tenders.
- V. Quotations and tenders to be evaluated on competitiveness in pricing after laying down quality standards.
- VI. Purchase of medicines etc. to be in accordance with the prevailing disease pattern and local requirements.

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- VII. Creation of buffer stock of medicines for emergencies like disease out break, natural calamities etc.
- VIII. Long term sustainability of the sector by providing excellent and qualitative animal health care.

➤ **PROCUREMENT OBJECTIVES:**

The main objectives of public buying will be:-

- I. To procure medicines etc. of specified quantity and quality.
- II. To procure medicines etc. on a competitive basis at the lowest reasonable price.
- III. To procure medicines etc. with a planned timely delivery.
- IV. To procure medicines as per area based requirement.

➤ **UTILIZATION OF BUDGET ALLOCATIONS:**

The purchases of Allopathic (including feed supplements, Chemicals, Cotton and Bandages) and Ayurvedic Medicines will be restricted to **85% and 15%** respectively of the total annual budget available for the purpose.

Department requires to spend some budget on purchase of Ayurvedic Veterinary medicines keeping in view the anatomical and physiological profile of ruminants, which form the larger part of livestock population of the State. Ayurvedic medicines have an added advantage of improving digestion and utilization of feed ingredients thereby improving bioavailability of macro and micronutrients without disturbing normal microflora of the digestive tract in ruminants. Therefore, in order to follow a holistic approach of livestock therapeutics combination of allopathic and ayurvedic medicines is required.

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➤ **GOVERNMENT POLICY**

A. Applicability:

- I. The Policy and its guidelines for the purchase of Veterinary Medicines elucidated herein under will be applicable with immediate effect.
- II. The policy to be binding upon both the Department of AH and the HP Wool Federation.
- III. All the tender/s to be published and finalized after 31/12/2013 shall be governed under this policy.
- IV This policy shall remain in force till the formulation of new policy or further orders in the matter, whichever is earlier.
- V. Veterinary Medicines of following categories will be purchased by their brand/generic name:-

- (a) Allopathic General Veterinary Medicines.
- (b) Veterinary Feed Supplements.
- (c) Chemicals, Cotton and Bandages.
- (d) Ayurvedic Veterinary Medicines.

B. Nodal Agency/Facilitator

1. As per Government notification no. AHY_F(5) 6/91-Loose, dated 1-4-2009, the HP State Cooperative Wool Procurement and Marketing Federation Ltd. (HP Wool Federation), SDA Complex, Kasumpti, Shimla-9 is the Nodal Agency.
- 2 The Nodal Agency is/will be entitled to get 5%(Five)of the net value of medicines to be purchased, as handling/facilitation charges for undertaking the tendering process, facilitating the finalization of rate contracts, issue of rate contracts and subsequent actions like placing of orders on the approved parties and follow-ups etc.

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C. Eligibility:

- I. Only licensed Indian Drug Manufacturers and those Drug marketing companies who are getting the tendered Veterinary medicines/Feed Supplements etc manufactured elsewhere or on outsourcing basis or importing the medicine/s etc. and marketing the same under their own Brand/trade name are eligible to participate in the Tender.
- II (Dealers/Stockiest etc. are not eligible to participate on behalf of their principals. While quoting the tender the manufacturing/marketing unit may however specify the name of its Dealers/Stockiest.
- III The tenderer should be manufacturing marketing the quoted medicines etc. for the last minimum two years.
- IV The sales turnover of the tenderer for Veterinary Medicines /Feed Supplements etc. should be as under:-

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Sr. No.	Medicines/Suppl ements	Cumulative during last three years (in Rs.)	Cumulative for each quoted product during last three year(in Rs.)
1.	Allopathic Veterinary Medicines-List- A	45.00 Crore	1.50 Crore
2	Allopathic Veterinary Medicines-List-B	45.00 Crore	Not required
3	Veterinary Feed Supplements.	15.00 Crore	Rs. 1.50 crore
4	Chemical, Cotton and Bandages	0.50 Crore	Not required
5	Veterinary Ayurvedic Medicines	0.50 Crore	Not required

D. Purchase/Procurement Procedure:

1. The purchases of Veterinary medicines would be resorted to by way of inviting open tenders under two bid (Technical and Financial) systems through newspapers. Web portal etc. by the 'Nodal Agency' for the procurement of these medicines.
2. On the basis of the requirements in the field, the list of medicines to be procured/purchased (For which RC/s is/are to be finalized and issued) will be decided by a committee of officers of the Department to be constituted by the DAH, as and when required, for onward transmission to the Nodal Agency.
3. The 'Tender Document' will be prepared and finalized by the 'Nodal Agency' in consultation and with the approval of the DAH with adequate safe-guards in respect of quality, timely supply of the medicines etc. and penalties for infringements of the tender terms by the approved tenderer/s.
4. Policy for purchase of Veterinary Medicine would be approved on the easy availability of Allopathic medicine of the same brand/company in the market.
5. (a) The technical bids would be opened by a technical sub-committee to be headed by the Managing Director, H.P. Wool Federation Ltd., with Deputy Director (Epidemiology), Senior Veterinary Officer/Veterinary Officer(Epidemiology) and one representative of Director, Animal Husbandry as members.

Signature

The Technical bids will be approved by the Joint Director (SLBP).

The process of finalization of technical bids shall be completed within 28 days.

The Technical Bids shall be accepted subject to satisfactory submission of following documents by the tenderers:-

- i. Earnest Money Deposits as per the terms and conditions of the tender.
- ii. Turnover certificate of the tenderer(including turnover of individual product) participating in the tender for the last three years' annual turnover certificate duly certified by the CA in original alongwith notarized copies of VAT/ST returns.

- iii. Valid drug manufacturing license issued by the competent authority which should be at least two years old.
- iv. Valid "Good Manufacturing Practices" certificate(s) as laid down under revised schedule "M" of the Drugs & Cosmetics Rules of the actual Manufacturer.
- v. Proof of GMP Certificate issued by competent authority-In case of Ayurvedic Medicines.
- vi. Manufacturing/Marketing Certificate from drug controller for the products quoted, for the last two years.
- vii. Drug manufacturing license.
- viii. Details of approved formulations by the licensing authority.
- ix. Loan License.
- x. Formulations with respect to loan license.
- xi. Certificate of non-conviction.
- xii. Samples of medicines and their test reports.
- xiii. Details of installed machinery and manufacturing capacity.
- xiv. Brochures and literatures of medicines.
- xv. Proof of easy availability of veterinary medicines of the same brand/Company in the market.

(b) The committee as at 5(a) will also open the financial bids relating to only those parties who shall qualify the technical bids. The financial bids will be approved by the Joint Director (Headquarter) and thereafter by the DAH, H.P. The process of financial bids shall be completed within 15 days.

6. The MD, HP Wool Federation shall place the approved recommendations before the following State Level Purchase Committee (SLPC) constituting of the following for final approval:-

- ACS(AH)/Pr. Secretary (AH)/Secretary(AH) Chairman to the Govt. of Himachal Pradesh.
- Addl. Secretary/Jt. Secretary/Spl. Secretary/ Dy. Secretary (Finance) to the Govt. of H.P. Member
- Addl. Secretary/Jt. Secretary/Dy. Secretary/ Under Secretary (A.H.) to the Govt. of H.P. Member
- C.E.O., HPL&PDB, Shimla-5 Member

- Director, Animal Husbandry, Himachal Pradesh. Member
- Head of Medicine Department, CSKHPKV, Palampur. Member
- Controller of Stores. Himachal Pradesh Member
- Managing Director, HP Wool Federation Shimla or his Representative. Member Secretary

7. The SLPC will have full and final powers to accept, reject or amend the entire or part recommendations/tenders and also to ask for additional information/reports wherever deemed fit.
8. The decision of the SLPC will be treated as final and binding on all concerned.
9. After approval as per the decisions of the State Level Purchase Committee, the Nodal Agency, under the signatures of its MD, shall circulate the Rate Contracts/requisite letters to all concerned. The Department of Animal Husbandry shall place the approval rate contracts on the official Website of the Department.
10. Annual Budget for purchase of medicines shall be allocated by the DAH to all the districts as per norms in the beginning of the financial year.
11. The indenting officers of the Department of Animal Husbandry will finalize the indents of the medicines to be procured/purchased, based on local requirements, and forward the same to the Nodal Agency under intimation to Director, AH for placing the orders on the approved parties as per approved Rate Contracts.



12. The approved RC parties shall dispatch the consignments of the ordered material directly to the indenters.
13. If during validity of rate contract period, any LI party is disqualified, L2 party will be given an opportunity to supply the material on the same rates. Similarly, if due to any reason/s the rate contract party abandons/shut down its business/activities relating to the material being supplied and legally transfer the same to some other party and the 'other party' agrees and/or offer to execute the remaining supplies as per the terms of the rate contract of the first party, there will not be any objection to get the supplies executed from the 'other party' on the existing terms and conditions of the first party. In this case, however the rate contract in the name of the first party will be withdrawn.

E. Payments:-

- 1 The due payments shall be released by the indenters directly to the RC parties through NEFT/RTGS or other bank instruments.
- 2 Before releasing the payments, 5% handling charges of the Nodal Agency will be deducted from the payment of the suppliers and remitted to the HP Wool Federation by the indenters directly as per present practice.
- 3 The deduction/charging of taxes will be the responsibility of the supplier and the indenters and all laws, guidelines and orders in this regard will be fully complied with timely by all concerned.

F. Validity:

1. The rate contract of Veterinary Medicines to be finalized based on tender and approval of SLPC shall be kept valid for a maximum duration of two years from the date of issue of rate contract, unless otherwise approved by the SLPC and specified/clarified in the Rate Contract letter.



2. The power to extend the validity of Rate Contract/s will rest with the DAH maximum for a period of six months from the date of expiry. However, in such circumstances specific reasons will be recorded in writing.

G. **Quality Assurance:**

1. Whenever felt necessary the indenters will be at a liberty to assess quality of medicines by way of clinical trials by the Department of Veterinary Medicine, Veterinary College Palampur and/or by way of getting samples tested from NABL accredited Drug Testing laboratory or any other lab or both at the cost of manufacturer/supplier.
2. The indenters, as per the present practice, will be responsible to accept only the quality medicines and for getting the medicines tested regularly for ensuring the quality of the medicines in accordance with the terms of the rate contract/laid down procedure/s and in case of any shortcoming/s the matter will be reported to the DAH in a time bound manner for decision.
3. Where medicines supplied are found not acceptable due to damage in transit, wrong supply and are consequently rejected, the indenter concerned shall immediately notify such rejection specifying the grounds on which such rejection has been made, to the supplier, DAH and the Nodal Agency and take necessary action for getting the items replaced as per the specification of the Supply Order. The Nodal Agency shall follow up the matter with the suppliers.



4 Dispute Redressal Committee (DRC) under the Chairmanship of Joint Director(Headquarter) with following members will decide all types of issues related to purchase and supply of veterinary medicines/equipment etc. during the period of validity of rate contract:-

- a) Managing Director, H.P. Wool Federation.
- b) Assistant Controller (F & A), Directorate of Animal Husbandry.
- c) Two Technical Officers, Directorate of Animal Husbandry to be nominated by the DAH.
- d) Representative of Drug Controller, H.P.

The above Dispute Redressal Committee shall meet as and when required and make recommendations to Director, Animal Husbandry, H.P. whose decision will be final.

➤ **GENERAL**

- 1 The powers to purchase the Veterinary Medicines are already delegated by the Government to the Director, Animal Husbandry. These powers stand further delegated to the Controlling Officers.
- 2 The Director, Animal Husbandry, HP, and will henceforth have special powers to purchase Veterinary Medicines required in emergency up to Rs. 3,00,000/- in each financial year from the open market subject to fulfilling all codal formalities and the availability of budget.

The Controlling Officers/field in charges will have the power to purchase veterinary medicines up to Rs. 1,00,000/- in each financial year from the open market under extreme emergency after fulfilling all codal formalities and subject to the approval of the Director, Animal Husbandry, HP.



Similarly, Incharges of all Livestock Farms will have the power to purchase veterinary medicines up to Rs. 50,000/- in each financial year from the open market under extreme emergency after fulfilling all codal formalities and subject to the approval of the Director, Animal Husbandry, H.P.

- 3 The interpretation of the ACS (AH)/Pr. Secretary AH/Secretary (AH) to the Govt. of HP in respect of this policy will be treated as final.
- 4 The Nodal Agency can facilitate the procurement of medicines etc. ibid as per this policy to other departments etc. also in case desired/requested by them

> **APPEALS:**

1. Wherever difficulties arise in interpreting these rules the decision of the ACS (AH)/ Pr. Secretary (A.H.) /Secretary (AH) to the Govt. of HP will be treated as final.
2. The ACS (A.H.)/Pr. Secretary (AH)/Secretary (AH) to the Govt. of HP or such person nominated by the ACS (AH)/Principal Secretary(AH)/Secretary(AH) to the Govt. of HP will be the arbitrator in case of dispute/s arising between the concerned parties (i.e. DAH/Nodal Agency and the Tenderers/RC Parties) in the matter.

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Henceforth, the Administrative Secretary(A.H.) to the Govt. of H.P. shall have the power to review and give final decision on the penalties imposed by the DAH on the rate contract parties after recording the reason/s, in the event the concerned party/s make a representation in this regard.

3. Only the courts in Shimla will have the jurisdiction to take up the matters pertaining to the dispute/s arising between the parties concerned(i.e. DAH/Nodal Agency and the Tenderers/RC Parties)

➤ **WRITE OFF AND DISPOSAL:**

The DAH shall annually constitute a stores survey and disposal committee of not less than three members at least two of whom will be class '1' officers. This committee shall survey the non-consumable medicines/Equipments (if any) and recommend write-off for items, which are not usable/unserviceable/Expired. The committee shall record the reasons for recommending write-off. The DAH shall take action in the matter as per rules.

By order

Principal Secretary (AH) to the
Government of Himachal Pradesh

Endst. As above

Dated, Shimla-2 01-06-2017

Copy forwarded to the followings:-

1. The Private Secretary to the Hon'ble Animal Husbandry Minister, HP Shimla-2.
2. The Principal Secretary (Finance) to the Government of Himachal Pradesh, Shimla-2.
3. The Controller of Stores, HP Shimla.
4. The Director, Animal Husbandry, HP Shimla-5
5. The Registrar, CSKHPKV, Palampur, District Kangra, HP.
6. The Managing Director, H.P. Woolfed, Shimla-9.

Ranjit Singh

Ranjit Singh
(Ranjit Singh)

Deputy Secretary (A.H.) to the
Govt. of Himachal Pradesh