



CSIR-NATIONAL GEOPHYSICAL RESEARCH INSTITUTE
(Council of Scientific & Industrial Research)
Uppal Road, Hyderabad – 500 007, (Telangana), India
Phone Nos. 27012700/2842, 2311

No: NGRI-18/179/12-13/7/Gen.II (Med.)

Dated: 10-12-2015

NOTICE INVITING TENDER

The Director, CSIR-National Geophysical Research Institute (NGRI) invites sealed tenders under two-bid system, from reputed Pharmacies of Hyderabad having multiple outlets, with atleast one outlet within one kilometre range of NGRI Main Campus, for empanelment for supply of medicines to its eligible NGRI Pensioners, Staff and their dependent family members on credit basis based on the prescriptions issued by the Medical Officers of NGRI Dispensary.

Estimated Cost: Rs 50,00,000/- (Fifty Lakhs)

EMD: Rs. 1,00,000/- (Rupees One Lakh)

Tender Fee:Rs 500/- (Five Hundred only)

Date for downloading of tender documents: 21-12-2015 to 04-01-2016 upto 5.00pm.

Last Date & Time for submission of tenders: 05-01-2016 by 12.00 Noon.

Date for opening of Technical Bids: 05-01-2016 at 2.30 P.M.

The detailed tender documents and other terms and conditions can be downloaded from website www.ngri.org.in under the head "Tenders".

Sd/-
Controller of Administration

Terms and Conditions of the Tender

1. The Tenderers are required to submit two separate Bids i.e. Technical and Financial, as per the prescribed proforma available in the Tender document as Annexure 'A' and Annexure 'B'.
2. The two bids should be submitted in two separate Sealed envelopes superscribed as **"Technical Bid for supply of Medicines for NGRI"** and **"Financial Bid for supply of Medicines for NGRI "**. Both sealed envelopes should be put in a third sealed envelope superscribed as **"TENDER FOR EMPANELMENT OF PHARMACIES for Supply of Medicines to NGRI."** The Bids may be submitted in Person/or through Post to Medical Section, Room No.024, Extension Building, NGRI, Uppal Road, Hyderabad 500 007.
3. Technical Bid shall contain all the necessary documents and fulfil the terms & conditions mentioned in the Tender document.
4. The enclosed Technical Bid in the prescribed format should be accompanied with Tender fee (DD/Bankers Cheque) & Earnest Money Deposit (EMD) having validity for a period of 90 days from the date of opening of tender as notified in this document in the form of Demand Draft/Bankers cheque issued by any Nationalized/scheduled bank drawn in favor of "Director, NGRI" payable at Hyderabad. In the absence of EMD/ Tender fee the tender shall be summarily rejected. The earnest money deposit shall be refunded to all the unsuccessful Tenderers, without any interest after finalization of the contract. EMD shall be refunded to the successful Tenderer on receipt of Security Deposit. No interest is payable on the EMD to either the successful Tenderer or the unsuccessful Tenderer. Exemption from payment of EMD is applicable as per the existing law if accompanied by the relevant orders/instructions issued by the appropriate authorities.
5. All entries in the tender form should be legible and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory. Any alterations without authentication will be treated as a 'NIL' entry.
6. The bid shall be valid for 180 days from the date of opening.
7. Tender incomplete in any form will be rejected outright. Conditional tenders will also be rejected outright.
8. The closing date and time for receipt of tenders will be 04-01-2016 by 2.30 PM.
9. The technical bid shall be opened on 04-01-2016 at 3.00 P.M. in presence of the authorized representatives of the Tenderer, who wish to be present at that time. All the technical bids will be scrutinized along with the relevant documents for their authenticity and the Tenderer whose technical tenders are accepted will be considered for participating in the financial bids on the date & time as informed by the office.

10. No Tenderer will be allowed to withdraw after submission of the tenders within the bid validity period otherwise the EMD submitted by the Tenderer would stand forfeited.
11. The Financial bids of only those Tenderers who qualify in Technical Bid evaluation shall be opened. The financial bids of all those Tenderers who fail to qualify in the technical bid will not be opened under any circumstances.
12. In case the successful Tenderer declines the offer of contract, for whatsoever reason(s), his EMD will be forfeited.
13. The Tenderer shall enter into a formal contract with CSIR-NGRI within 15 days from the date of receipt of intimation of their selection. The successful Tenderer will have to make the security deposit and commence the work within 15 days of acceptance of tender. The successful Bidder will have to submit **a security deposit of Rs 5,00,000/- in the form of Bank Guarantee** for a period of 16 months from the date of commencement of contract in favour of the Director, NGRI in the prescribed format. Otherwise the contract will be cancelled and EMD will be forfeited.
14. Each page of the tender document should be signed and stamped by authorized signatory of the Tenderer as a token of acceptance of the terms and conditions laid down by the Office of CSIR-NGRI.
15. The Competent Authority of CSIR-NGRI reserves the right to withdraw/relax any of the terms and conditions mentioned above, under such circumstances the Tenderer will be given adequate time to take the changes into account.
16. The Competent Authority of CSIR-NGRI reserves every right to reject all or any tender in whole, or in part or cancel the entire tender process, without assigning any reason thereof.
17. The pharmacy should be willing to supply medicines to its eligible NGRI Pensioners/Staff and to their dependent family members on **30 days credit** from the date of submission of invoice, based on the prescriptions issued by the Medical Officers of NGRI Dispensary.
18. The empanelment will be done based on maximum discount in percentage on the MRP Rates quoted by the Tenderer and fulfilment of all the terms and conditions.
19. The Pharmacy should have all the facilities needed to cater to a large customer base like Computerized billing and effective Digitized Inventory System, etc.
20. The Pharmacy should provide **services 24 hours x 7 days.**

21. In case of any complaints regarding supply of substandard medicines or medicines other than prescribed by the doctor, or indulging in any irregularities in supply of medicines, the pharmacy shall be penalised as deemed fit by the Competent Authority. The tenderer will also be liable to indemnify CSIR-NGRI for any undue loss caused to the institute.
22. The Contract period shall be for one year initially and is likely to be extended further subject to satisfactory and prompt services on mutual agreement for a further period of one year at the discretion of the Director, CSIR-NGRI. The Agreement at tenderer's cost is to be executed on Rs.100/- Stamp Paper within 10 days of acceptance of the work award. The draft agreement may be collected from the Medical Section of NGRI.
23. The contract period may be terminated at any time by giving one month notice on either side.
24. In case of breach of terms and conditions by the Tenderer, the Security Deposit will be forfeited at the discretion of the Director.
25. The Tenderer will maintain sufficient stock of the standard quality medicines, etc. at all times to avoid inconvenience to the NGRI Pensioners, Staff and their Dependents.
26. The Tenderer will indicate batch number, name of the manufacturer and expiry date along with the price of the medicine on the invoice and take the signature of the recipient at the time of supply of medicine.
27. The Tenderer should not indulge in any malpractice or illegal act concerning the contract at any time. If any malpractice followed by the pharmacy is reported/discovered by NGRI, the contract shall be terminated forthwith without notice and action to blacklist the pharmacy is liable to be taken.
28. Presentation of Bill : The Tenderer shall present his bill for each fortnight supply within five (5) working days of the closing of each respective fortnight. The Tenderer has to provide 30 days credit from the date of submission of invoice to this office.
 - i) The Bill shall be submitted in the printed version with serially numbered invoices, credit bill with name and address of the Pharmacy and sales tax registration number printed thereon.
 - ii) The bill shall show the summary of the total amount for each day for the net amount claimed supported by an acknowledged copy of the Goods Receipt Note (GRN) cum Delivery Challan with all the column duly filled in.
 - iii) The contractor shall present separate bill for generic and branded items and has to give a declaration in the branded bill stating that the generic drugs were not available. However, according to terms and conditions of this tender, the discount in the bill is less than the offered discount, it will be considered as breach of contract.

iv) In any case, the purchaser also reserves every right to demand, the original of the suppliers invoices for verification of the Net Trade Price claimed by the contractor.

Signature of the tenderer with name and seal

(Annexure – A)

TECHNICAL BID

1.	Name of the Pharmacy, location of Registered Office/shop with complete address with Telephone/Fax Nos. and e-mail address. Name & Designation of the authorized person/owner, Pharmacy Registration Number	
2.	Does the pharmacy have atleast two years of experience of supplying medicines to Government Departments/Autonomous bodies within Hyderabad (enclose experience certificates)	
3.	Details of present contracts, client list with performance certificate for past 2 years	
4.	Financial resources, assets in terms of Pharmacy's property (fixed and movable) held. Copy of balance sheet of last and preceding financial year to be enclosed)	
5.	Copy of VAT/TIN Registration. (Copy of the same may be attached, if applicable.)	
6.	Does the pharmacy have multiple outlets in Hyderabad with atleast one outlet within one km of NGRI, Uppal Road , Hyderabad?(attach a list of the outlets with their location addresses)How far is the nearest outlet to NGRI? Please write the distance.	
7.	Is the pharmacy willing to supply medicines to its eligible NGRI Pensioners/Staff and to their dependent family members on 30 days credit based on the prescriptions issued by the Medical Officers of NGRI Dispensary?	
8.	Registration under Shops & Estt. Act or which ever legal body under which the pharmacy is registered (Attach a copy of same)	
9.	Has the firm attached acceptance to the terms and conditions etc. duly signed on all pages?	
10.	Details of EMD of Rs.1,00,000/- in the form of Demand Draft/Banker's cheque from a Scheduled/Nationalised Bank.	
11.	Copy of TAN and PAN of the Pharmacy	
12.	Does the Pharmacy have all the facilities needed to cater to a large customer base like Computerized billing and effective Digitized Inventory Systems of medicines? etc.	
13.	Does the Pharmacy provide services 24 hours x	

	7 days? (Please list the outlets which have this service)	
14.	Solvency certificate of an amount not less than Rs. 10 Lakhs issued by a national bank within the last <u>six months</u> to be attached.	
15.	Income Tax returns for past 3 years	
16.	Has the firm attached an affidavit in the prescribed format to the effect that it has never been blacklisted (Annexure D)	
17.	Any other information	

Note: The Tenderers are required to indicate relevant information and compliance with supporting documents against each column failing which their bid will be rejected.

Place :

Signature of Tenderer

Date:

Address.

(Annexure – B)

FINANCIAL BID

The firm should submit the offer in the format given below:

Sl. No.	Name of the items	Percentage of discount offered on MRP (Both in figures and Words)
1.	Medicines	

Hyderabad

Signature of the Tenderer with Name and Seal

Date

(Annexure – C)

AFFIDAVIT

I/We, (Name) _____

Contractor/ Partner/Sole Proprietor (Strike out word which is not
Applicable) of the (Firm)

do hereby solemnly affirm and declare that the individual firm/companies are
neither blacklisted by the Union or State Government nor any
Partner/Shareholder thereof is directly or indirectly connected with or has any
subsisting interest in business of my/our firm.

DEPONENT:

Address: _____

VERIFICATION:

Verified that the contents of above affidavit are true and correct to the best
of my knowledge and belief. No part of it is false and nothing has been kept
concealed there from.

DEPONENT:

Place: _____

Dated: _____

(Note: To be furnished on non-judicial stamp paper duly attested by the Oath
Commissioner)

No: NGRI-23/01/2015-GL

ANNEXURE-D

DECLARATION

I.....Son/Daughter of Shri
..... Proprietor/Partner/Director/Authorized
Signatory of..... am competent to sign this
declaration and execute this tender document.

I have carefully read and understood all the terms and conditions of the
tender and hereby convey my acceptance of the same.

3. The information/document furnished along with the above application are
true and authentic to the best of my knowledge and belief. I/We, am/are well
aware of the fact that furnishing of any false information/fabricated document
would lead to rejection of my tender at any stage besides liabilities towards
prosecution under appropriate law.

Signature of authorized person

Date:

Full Name:

Place:

Company's seal:

**N.B. The above declaration, duly signed and sealed by the authorized
signatory of the company should be enclosed with Technical tender.**

ANNEXURE-I

PROFORMA FOR EMPANELMENT OF CHEMISTS/DRUGGISTS/PHARMACISTS

Sl.No. Particulars

- 1 Name & registered address of the Company/ Establishment/ Firm/ Supplier
- 2 Contact Telephone No./Fax No./Mobile No./E.Mail Address
- 3 Name & Designation of the authorized person/ owner
- 4 Sales tax Registration No/ KST No/ Service Tax No/ CST No.
- 5 Details of EMD
 1. DD/Bankers' Cheque No
 2. Name of the Bank
 3. Branch
 4. Amount
- 6 Annual Turnover for the last two financial years
 1. 2013-2014
 2. 2014-2015
- 7 PAN No.
- 8 a. License No. under Shops & Estt. Act
b. Drug Control License No.
(copy to be enclosed)
- 9 Whether Assessed under IT Act If so, enclose IT returns for the last two
Years
- 10 Distance of Shop/ supply point from this Hospital
- 11 Any other information relevant to the subject Hyderabad

Signature of the Tenderer with Name and Seal

Date