



CSIR-NATIONAL GEOPHYSICAL RESEARCH INSTITUTE
(Council of Scientific & Industrial Research)
Uppal Road, Hyderabad – 500 007, (Telangana), India
Phone Nos. 27012000/2369, 2355, 2311

No: NGRI-23/01/2015-GL

Dated: 12-06-2015

NOTICE INVITING TENDER

The Director, 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: 12-06-2015 to 26-06-2015 upto 5.00pm.

Last Date & Time for submission of tenders: 29-06-2015 by 12.00 Noon.

Date for opening of Technical Bids: 29-06-2015 at 2.30 P.M.

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

Sd/-
Administrative Officer

Terms and Conditions of the Tender

1. The Tenderers are required to submit two separate Bids i.e. Technical and Financial, as per prescribed proforma in Annexure A and Annexure B
2. The two bids should be submitted in two separate Sealed envelopes super scribed **"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 super scribed **"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. The Financial bids of only those Tenderers who qualify in Technical Bid evaluation by the concerned Committee 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.
4. Technical Bid shall contain all the necessary documents.
5. 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 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.
6. 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.
7. The bid shall be valid for 180 days from the date of opening.
8. Tender incomplete in any form will be rejected outright. Conditional tenders will also be rejected outright.
9. The closing date and time for receipt of tenders will be 29-06-2015 by 2.30 PM.
10. The technical bid shall be opened on: 29-06-2015 at 2.30 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, relevant documents checked for their authenticity and the Tenderer whose technical tenders

are accepted will participate in the financial bids on date & time as informed by the office.

11. 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.
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 deposit 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 start of contract in favour of 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 its 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 the pharmacy quoting maximum discount in percentage on the MRP Rates.
19. The Pharmacy should have all the facilities needed to cater to a large customer base like Computerized billing and effective Digitized Inventory Systems.
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, 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. 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 after 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 fortnights supply within five (5) 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.
29. The Bill shall be in the printed and 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 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) The purchaser reserves right also to demand in any case, 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, clientele 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.	Is the Pharmacy financially sound with atleast an annual turnover of Rs.50 crores? (pls attach proof in support)	
10.	Has the firm attached acceptance to the terms and conditions etc. duly signed on all pages?	
11.	Details of EMD of Rs.1,00,000/- in the form of Demand Draft/Banker's cheque from a Scheduled/Nationalised Bank.	
12.	Copy of TAN and PAN of the Pharmacy	
13.	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?	
14.	Does the Pharmacy provide services 24 hours x 7 days? (Please list the outlets which have this service)	
15.	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.	
16.	Income Tax returns for past 3 years	
17.	Has the firm attached an affidavit in the prescribed format to the effect that it has never been blacklisted (Annexure D)	
18.	Any other information	

Please 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 beliefs. 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)

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.**