



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

No: NGRI-18/179/17-18/Med.

Dated: 05-06-2017

**NOTICE INVITING TENDERS FOR SUPPLY OF MEDICINES ON CREDIT BASIS
TO CSIR-NGRI EMPLOYEES, PENSIONERS AND THEIR DEPENDENT FAMILY
MEMBERS**

Sealed Tenders are invited under two-bid system on behalf of the Director, CSIR-National Geophysical Research Institute (NGRI), Hyderabad from reputed and experienced Pharmacies / Agencies in Hyderabad for dispensing of medicines to its eligible NGRI Staff, Pensioners and their dependent family members.

Scope of Work :

Dispensing of medicines on credit basis to CSIR-NGRI, Hyderabad employees and their dependent family members against the prescription given by CSIR-NGRI Dispensary Doctors.

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:

05-06-2017 to 19-06-2017 upto 5.00 P.M.

Last Date & Time for submission of tenders:

20-06-2017 by 12.00 Noon.

Date for opening of Technical Bids: 20-06-2017 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

Notice Inviting Tender for Supply of Medicines on Credit basis to CSIR-NGRI Staff, Pensioners and their dependent family members

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 CSIR-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 CSIR-NGRI.**” The Bids may be submitted in Person/or dropped at the Tender Box placed in COA's Office, Extension Building, NGRI, Uppal Road, Hyderabad 500 007.
3. Technical Bid shall contain all the necessary documents and fulfill 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 90 days from the date of opening.
7. Necessary documents prescribed by law about ownership / partnership / single ownership of the shop / business.
8. Audited Balance Sheet during last 3 years.
9. PAN Card Number.
10. VAT clearance certificate.

11. Copies of all the valid licences and statutory documents which are mandatory for running the medical shop / pharmacy. Successful bidder will ensure that their licences remain valid till the end of the contract period.
12. Registration under Shops and Establishment Act.
13. Client list with the performance certificate.
14. The pharmacy must not have been convicted by the State Drugs authorities and no case should be pending under the Drugs and Cosmetics Act and Rules against him. (Necessary Certificate from Food & Drugs Administration may be enclosed).
15. Tender incomplete in any form will be rejected outright. Conditional tenders will also be rejected outright.
16. The closing date and time for receipt of tenders will be 20-06-2017 by 12.00 PM. In case of the date of receipt of tenders is declared a Govt. Holiday then the date of receipt / opening of the tender will be the next working day at the same time.
17. The technical bid shall be opened on 20-06-2017 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 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.
18. 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.
19. 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.
20. In case the successful Tenderer declines the offer of contract, for whatsoever reason(s), his EMD will be forfeited.
21. 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. After successful completion of the contract, the security deposit will be refunded after adjusting dues if any to the NGRI, Hyderabad from the contractor.

22. The Tenderer should read the general terms and conditions and give acceptance by signing every page of the tender document 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.
23. Unsealed, conditional/telegraphic / fax tenders and tenders without Earnest Money Deposit or not on the prescribed form shall not be entertained.
24. 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.
25. 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.
26. Failure to fulfill any of the conditions given above shall render the tender liable for rejection.
27. 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.
28. The bid is liable to be rejected, if required information / documents are not furnished as detailed above.
29. If any information furnished by the agency is found to be incorrect at any stage during contract period, it will be liable to be debarred from tendering and EMD will be forfeited.
30. The Director, CSIR-NGRI, Hyderabad reserves the right to accept or reject any or all the tenders in full or part thereof without assigning any reason whatsoever and his decision on all matters in this regard shall be final and binding.

GENERAL TERMS AND CONDITONS

1. The Pharmacy must supply medicines to eligible CSIR-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 CSIR-NGRI Dispensary.
3. The bidder should quote uniform discounts in percentage terms on the maximum retail price (MRP) inclusive of all taxes printed on the strip / bottle / unit packed in respect of all items of supplies to be made under the contract. The quoted offer shall be on the MRP inclusive of all taxes and shall remain fixed for the entire period of contract. As per CGHS rules, the Pharmacy should give minimum 15% discount on branded medicines.
4. The Pharmacy should have all the facilities needed to cater to a large customer base like Computerized billing and effective Digitized Inventory System, etc.
5. The Pharmacy should be located within 1 kms radius from CSIR-NGRI Dispensary.
6. The Pharmacy should provide services 7 days a week.
7. The Pharmacy should have approachable roads with ramp facility for Senior Citizens.
8. The Tenderer will maintain sufficient stock of the standard quality medicines, etc. at all times to avoid inconvenience to the CSIR-NGRI Pensioners, Staff and their Dependents.
9. 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.
10. 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.
11. The Pharmacy shall maintain separate record and register for the medicines supplied to CSIR-NGRI, Hyderabad employees, pensioners and their dependent family members.
12. The Pharmacy will maintain sufficient stock of the standard quality medicines, etc. at all times to avoid inconvenience to the CSIR-NGRI Pensioners, Staff and their Dependents.
13. CSIR-NGRI requires that the bidder under this bid shall observe the highest standard of ethics during the procurement and execution of such contract.

14. 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 CSIR-NGRI, the contract shall be terminated forthwith without notice and action to blacklist the pharmacy is liable to be taken.
15. 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.
16. The contract period may be terminated at any time by giving one month notice by either side.
17. In case of breach of terms and conditions by the Tenderer, the Security Deposit will be forfeited at the discretion of the Director.
18. Presentation of Bill : The Pharmacy shall present its bill for each fortnight supply within five (5) working days of the closing of each respective fortnight. The Pharmacy has to provide 30 days credit from the date of submission of invoice to this office.
 - i) There should be a single Invoice for the medicines. The Bills should be prepared according to **Doctor Wise**.
 - ii) 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.
 - iii) The bill be in ORIGINAL duly incorporated the registered numbers, PAN Numbers, TIN Number and duly signed by the Proprietor with seal in printed Bill forms/Invoice forms of the Pharmacy.
 - iv) The Pharmacy will furnish the Bank details viz. Account Holders Name, Account Number, Bank, Branch Name and IFSC Code, e-mail address of the firm for making payment online through bank.
 - v) A certificate to the effect that the cost of medicines supplied are as per the price list of the manufacturer/MRP price and with agreed discounts on MRP is required to be furnished along with the Bill.
 - vi) Submission of bill without proper bill forms/Invoice forms will invite audit objections and delay the payments.
 - vii) The percentage of discount should be made on the MRP and should be shown separately after totalling each Bill each time.
 - viii) NGRI reserves the right to demand the original of the suppliers invoices for verification of the Net Trade Price claimed by the Contractor.

19. The pharmacy will submit the bill fortnightly along with the prescriptions duly signed by the person who received the medicines. Any medicines issued without authorization of the Medical Officers of CSIR-NGRI will not be admitted for payment.
20. In the event of any question, dispute or difference arising under or in connection herewith, the same shall be referred to the sole arbitration to Director General, CSIR. The venue for this arbitration will be at Hyderabad.
21. The award of the Arbitrator shall be final and binding on the parties. In the event of such Arbitrator to whom the matter is originally referred is being transferred or vacating his office or in the event of his resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever, the new Arbitrator so appointed shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.
22. The Arbitrator may give interim award and / or directions in the interest of justice.
23. Subject to the aforesaid provisions, the Arbitration & Conciliation Act, 1996 and the rules made hereunder and any modifications thereof from time to time being in force shall be deemed to apply to the arbitration proceeding under this clause.

Signature of the tenderer with name and seal

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 Reputed Organizations/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/TAN Registration and PAN No. of the Pharmacy (Copy of the same may be attached, if applicable.)	
7.	Copy of Drug Licence No, Date and validity of licence issued Drug Control Authority of the State (Copies of relevant documents to be enclosed)	
8.	Is the pharmacy willing to supply medicines to 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?	
9.	Registration under Shops & Estt. Act or whichever legal body under which the pharmacy is registered (Attach a copy of same)	
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.	Is the Pharmacy should have all the facilities needed to cater to a large customer base like Computerized billing and effective Digitized Inventory Systems of medicines? etc.	
13.	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.	
14.	Has the firm attached an affidavit in the prescribed format to the effect that it has never been blacklisted (Annexure D)	
15.	Any other important 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)

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

Dated:

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.	Percentage of discount proposed to be offered on Maximum Retail Price (MRP) inclusive of taxes printed on medicines strip / bottle / unit packed in : i) In percentage terms - in figures ii) In percentage terms - in words	

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)

DECLARATION

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

2. 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.

DECLARATION OF BIDDER

From :

Pharmacy / Agency
with phone, fax & mobile no.

To :

The Director
CSIR - NATIONAL GEOPHYSICAL RESEARCH INSTITUTE
Uppal Road, Hyderabad 500007.

Dear Sir,

1. I / We hereby offer to supply medicines / drugs to CSIR-NGRI, Hyderabad as indicated in the Bid notice at the rate given in Price format. I / We shall be bound by a communication of acceptance dispatched within the prescribed time.
2. I / We have understood the instructions and conditions of contract and fully accept them.
3. I / We are fully aware of the nature of medicines / drugs required and my / our offer is to supply the medicines / drugs strictly in accordance with the requirements of CSIR-NGRI.
4. I / We agree to arrange supplies of standard quality medicines / drugs in accordance with nomenclature, specifications and packages given in the prescription.
5. I / We agree that the supply of aforesaid will comply with provisions of Drugs & Cosmetics Act, 1940 and rules made there under.
6. My / our Pharmacy has not been convicted by the State Drugs Authorities and no case is pending under the Drugs and Cosmetics Act and Rules.