

CSIR-CENTRAL SCIENTIFIC INSTRUMENTS ORGANISATION
(Council of Scientific & Industrial Research)
SECTOR 30-C, CHANDIGARH-160 030

Empanelment of Chemists for supply of medicines to CSIR-CSIO
employees/pensioners

{NIT No. Bill(Med)/01/2016}

Sealed Tenders are invited from the reputed Chemist Shops located in mid market of Sectors 20, 30 and 29 of Chandigarh having valid drug license for contract of supply of Allopathic Medicines to CSIR-CSIO Clinical Centre located at CSIO Campus, Sector 30-C, Chandigarh on discount and credit basis for a period of two years. The estimated cost of allopathic medicines to be supplied to CSIR-CSIO is approximately Rs.02.50 Crore per annum.

The Quotation Proforma with detailed terms & conditions can be seen at our website www.csio.res.in.

The Tender duly superscribed “**Tender for Empanelment of Chemists for CSIR-CSIO Clinical Centre**” should reach Administrative Officer, CSIR-CSIO **10.10.2016** upto 03.00 pm. The Tenders will be opened on the same day i.e. **10.10.2016** at 03.30 pm.

TERMS & CONDITIONS

1. The chemist must hold valid licenses as on the date of submission of Bid in specified forms (Form 20, 20-B, 21, 21-B and 21-C) issued by the Drug Control Authority of the State under the provisions of Drugs and Cosmetics Act, 1940. The successful Bidder will further ensure that their license remain valid on the date of bid opening and till the end of the contract period.
2. The Chemist must not have been convicted by the State Drugs Authorities and no case should be pending under the Drugs and Cosmetics Act and Rules.
3. A copy of PAN allotted to the firm/owner.
4. Quotation is to be submitted in Proforma as per **Annexure-I**. The Tender should be valid for a period of at least **NINETY DAYS** from the date of opening of the Tender.
5. The empanelled Chemist will supply the medicines/drugs at the agreed uniform rate of discount on MRP (inclusive of all taxes) immediately against the authority/prescription slip issued by Medical Officer(s) of CSIR-CSIO and also on daily basis at CSIR-CSIO Dispensary on demand as per the convenience of the patients or as directed by the Medical Officers of CSIR-CSIO.
6. The Chemists will issue the medicines to staff members/pensioners and their family members and get the signatures of patients (alongwith ID Nos of the Staff Members/Pensioners) on reverse of the prescription slips and invoices/bills.
7. All the prescription slips and invoices alongwith pre-receipted and stamped consolidated Bills in triplicate would be submitted in CSIR-CSIO Dispensary for certification/verification that the medicines supplied to the patients are as per prescriptions and invoices have been duly recommended by him/her. After certification/verification by the concerned Medical Officers of CSIR-CSIO, the bills will be processed for payment by the office. The consolidated bills would be prepared by the Chemists separately for regular staff/their family members and pensioners/their family members.
8. The period of contract will be for two years and can be terminated at any time on one month's notice by the Director, CSIR-CSIO.
9. Parallel contracts to two or more Chemists will be given for the supply of medicines. The firm/chemist quoting highest discount will be qualified for empanelment provided

- the chemist fulfils other terms and conditions. There is a provision of negotiation with other bidders for getting uniform rate of discount.
10. The Chemists must furnish their Bank Account Particulars as per the attached proforma (**Annexure-II**). The payments would be credited to the Bank Account of the Chemists through electronic mode within 30 days of receipt of the certified Bills.
 11. Substitute medicines will not be accepted unless permitted by the Medical Officers of CSIR-CSIO Dispensary.
 12. Cut strips and loose medicines will be accepted only after showing batch number and expiry date.
 13. The Chemists will record a certificate that the price charged in each bill is not more than the printed price (MRP).
 14. Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One lakh only) is required to be deposited through Demand Draft in favour of the Director, CSIO payable at Chandigarh. The EMD of the unsuccessful bidders would be refunded after the finalization of empanelment of Chemists. The EMD of the empanelled Chemists would be converted into Security Deposit (SD) refundable after completion of the contract.
 15. The Security Deposit is liable to be forfeited in case of non-fulfilment of the terms & conditions of the contract by the empanelled Chemists.
 16. The Chemists must have communication facilities such as Telephone/Mobile Phone, E-mail etc.
 17. The supplied medicines should be of latest batch and their expiry date should not be less than six months from the date of supply.
 18. CSIR-CSIO Dispensary timings are as follows:

Morning Timings

8.00 AM to 12.00 Noon (Monday to Friday)

8.00 AM to 12.00 Noon (Saturday) (Second & Fifth Saturdays are off-days)

Evening Timings

3.30 PM to 6.30 PM (Monday to Friday) (April to September)

3.00 PM to 6.00 PM (Monday to Friday) (October to March)

19. Last date for submitting the tender is **10 days from the date of publication of Pointer Advertisement/NIT (exact date will be mentioned)** upto 3.00 PM at General Section, CSIR-CSIO. The tenders will be opened on the same day i.e. **10 days from the date of publication of Pointer Advertisement/NIT (exact date will be mentioned)** at 3.30 PM in the Committee Room of Administrative Block, CSIR-CSIO. The Tenderers or their representative are invited to be present at the time of opening of the tenders.
20. Late/Delayed/Incomplete tenders, for whatsoever reason, will not be considered. Tender without EMD will also not be considered.
21. The Director, CSIR-CSIO reserves the right to accept or reject any tender in part or full without assigning any reason thereof.

Administrative Officer

CSIR-CENTRAL SCIENTIFIC INSTRUMENTS ORGANISATION
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Quotation Proforma
{NIT No. Bill(Med)/01/2016}

S. No.	Particulars	Details
1	Name of the firm with full Address & Contact Nos. (Telephone/Mobile and Email ID)	
2	Period of Validity of Drug Licence for Allopathic Medicines (Self attested copy of Licence to be enclosed)	
3	VAT/TIN Registration, as applicable (Self attested copy of VAT/TIN No. Certificate to be enclosed)	
4	Permanent Account Number (PAN) (Copy of PAN Card to be enclosed)	
5	Discount (%) offered on total billing amount. (Mention both in figures & words)	
6	Earnest Money Deposit (EMD) (EMD of Empanelled Chemists would be converted into Security Deposit refundable after completion of the Contract)	DD No. : _____ Date : _____ Amount : Rs.01.00 lakh Bank : _____
7	Whether the firm is blacklisted by any Government Department/Undertaking? If, not, Affidavit duly attested from Notary that the firm is not blacklisted by any Govt. Department./Undertaking should be enclosed.	Yes/ No
8	Bank Account Details	Please provide details as per the attached proforma (Annexure-II)

I agree to all the terms & conditions of NIT.

Name of the Authorized Signatory :

Seal of the Chemist :

Date :

Signature of Authorised Signatory/Chemist

**CSIR-CENTRAL SCIENTIFIC INSTRUMENTS ORGANISATION
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SECTOR 30-C, CHANDIGARH-160 030**

Proforma for Bank Account Particulars for e-Payment in respect of Material Supplied to CSIR-Central Scientific Instruments Organisation (CSIR-CSIO), Sector 30-C, Chandigarh- 160 030

1. Name and Address of Vendor/Supplier : _____

2. Name of Account Holder : _____
3. PAN No. : _____
4. Account No. : _____
5. Nature of Account/Account Type : Saving Bank Account/Current Account
6. Name of Bank : _____
7. Branch Address : _____
8. Telephone No. of Bank's Branch : _____
9. E-mail ID of Bank's Branch : _____
10. IFSC Code : _____
11. MICR Code No. : _____
(9-digit Code of the Bank's Branch as appearing on the MICR Cheques issued by the Bank)
12. Branch Code : _____
13. E-Mail ID of Vendor : _____
(for conveying payment details)

We declare that the information provided above is true and correct.

Signature :
Name :
Date :

(Seal of the Vendor)

Note:-

Bank details are to be certified by the Bankers. Such confirmation should be duly signed and stamped by the Banker.