

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

NOTICE INVITING TENDERS

for

Empanelment of Chemists for supply of medicines to CSIR-CSIO employees, pensioners, family pensioners and their dependent family members

{NIT No. Bill(Med)/03/2017}

CSIR-Central Scientific Instruments Organisation (CSIO), Chandigarh, a constituent unit of Council of Scientific & Industrial Research an Autonomous Organisation under the Ministry of Science & Technology, Govt. of India and a premier R&D laboratory of international repute in the area of Instrumentation invites sealed tenders under two bid system from the reputed Chemist Shops/Pharmacies located in Chandigarh, Panchkula and Mohali having valid drug license for supply of Allopathic Medicines prescribed by Medical Officers of CSIO Clinical Centre to regular employees, eligible pensioners and their dependent family members on discount and credit basis for a period of two years. The estimated cost of allopathic medicines to be supplied is approximately Rs.02.50 Crore per annum. For tender documents & further details, please visit 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 on or before **23.02.2017** by 03.00 pm. The technical bid will be opened on the same day at 03.30 pm.

The Director, CSIR-CSIO, Chandigarh reserves the right to accept or reject any or all tenders in full or part thereof without assigning any reason whatsoever and his decision on all matters in this regard shall be final & binding.

Scope of Work

Supply of medicines on discount and credit basis to CSIO regular employees, eligible pensioners and their dependent family members immediately based on the prescription slip issued by Medical Officers of CSIO at the designated place in CSIO Clinical Centre.

The Chemist will issue the medicines to the patients and get the signatures of patients (alongwith ID Nos. of the Staff Members/Pensioners) on reverse of the prescription slips and invoices/bills.

Validity of the Empanelment

Initially for a period of two years with a provision of extension on satisfactory performance.

TERMS & CONDITIONS

Part 1 (Technical Bid)

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. The tenderer should give a declaration that his/her firm has not been black-listed/debarred/suspended by any organization during the last 01 (one) year.
4. A copy of PAN allotted to the firm/owner.
5. This tender form along with **Annexure A-1 & Annexure-B** i.e. **Technical Bid & Financial Bid** should be submitted in the Bid format only. The rates should be filled in the Price Bid format (**Annexure-B**) and to be submitted in another sealed cover. Violation of this condition shall render the tender liable to rejection.
6. Each page of the tender document should be signed by the tenderer with rubber stamp of the firm affixed on each page.
7. Unsealed, conditional/telegraphic/fax tenders and tenders without Earnest Money Deposit or not on the prescribed form shall not be entertained.
8. EMD deposited with CSIR-CSIO in connection with any other tender will not be considered/adjusted against this tender.
9. **The last date and time of receipt of tenders is on or before 23/02/2017 by 03.00 p.m.** Tenders received after the due date and time shall not be considered. The tenderer will be responsible for timely submission of the tender documents, complete in all respects.
10. **The Technical Bid shall be opened at 03.30 p.m. on 23/02/2017** in the presence of tenderer(s) or their authorized representatives who may wish to be present at that time.
11. Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One lakh only) is required to be deposited either through RTGS/NEFT or through pay-in-slip in CSIR-CSIO Account before the last date. The EMD of the unsuccessful bidders would be refunded after the finalization of empanelment of Chemists through electronic mode. The EMD of the empanelled Chemist would be converted into Security Deposit (SD) and after successful completion of the contract, the security deposit will be refunded after adjusting dues if any to the CSIR-CSIO, Chandigarh from the Chemist/Pharmacy. The Security Deposit is liable to be forfeited in case of breach of contract.
12. The tenderer should read the terms & conditions and give their acceptance by signing every page with seal of the firm. Failure to fulfill any of the conditions shall render the tender liable for rejection.
13. In case, it is found that any particular medicine has expired, or is substandard or spurious, or not as per prescription slip, the Chemist will be liable to be black-listed for a period of 03 (three) years for future participation in CSIR/CSIO tender. Besides this, legal action(s) as deemed fit, will be taken. In case of failure or refusal by local Chemist to supply the medicines at the

- designated place in CSIO Clinical Centre, the contract is liable to be cancelled at his risk and cost.
14. The chemist/pharmacy will have to serve notice at least three months' in advance to Director CSIR-CSIO in case the firm wants to back out from the empanelment in between and vice-versa.
 15. Empanelment would be made to single highest quoting firm for the supply of medicines provided the chemist fulfils other terms and conditions. Director reserves the right to empanel another bidder keeping in view the requirement of the office. There is a provision of negotiation with another bidder for getting uniform rate of discount. However, Director CSIR-CSIO does not pledge himself to accept the highest discount or any tender and reserves the right of rejecting the whole or any part of the tender.
 16. The Chemists must furnish their Bank Account Particulars as per the attached proforma (**Annexure A-2**). The payments would be credited to the Bank Account of the Chemists through electronic mode within reasonable period of receipt of the certified Bills.
 17. Substitute medicines and short supply of medicines will not be accepted unless permitted by the Medical Officers of CSIR-CSIO Dispensary. Cut strips and loose medicines will be accepted only after showing batch number and expiry date.
 18. The Chemists must have communication facilities such as Telephone/Mobile Phone, E-mail etc.
 19. The supplied medicines should be of latest batch and their expiry date should not be less than six months from the date of supply.
 20. Family members of officers/officials working in CSIR/CSIO cannot take part in this tender enquiry.
 21. The tenderer will not be allowed to sub-contract. If this comes to notice, action will be taken which may amount to cancellation of contract awarded to the firm and/or forfeiture of Security Deposit.
 22. Conditional bids will not be accepted.
 23. Director CSIR-CSIO or his authorized heads reserves the right to visit/inspect the premises/designated place of supply of medicines.
 24. In case of any disputes all the legal matters will be settled under the jurisdiction of Hon'ble Court of Chandigarh.
 25. All the prescription slips and invoices alongwith pre-receipted and stamped consolidated Bills 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.
 26. 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)

27. Late/Delayed/Incomplete tenders, for whatsoever reason, will not be considered. Tender without EMD will also not be considered.
28. The firms/chemists who have been black-listed/suspended by CSIR or its national laboratories or any of the organisation during the last one year, are not eligible to participate.

Part 2 (Financial Bid)

29. **Price bid of only those bidders who are found responsive in the technical bid will be opened.**
30. The acceptance of tender will be on the basis of maximum discount offered by the Chemist on MRP i.e. Maximum Retail Price which is printed on the packing/flaps/bottles. The Chemist will be paid on MRP minus discount and no Sales Tax, Octroi or any other levy/tax will be paid separately, which has to be borne by the Chemist. Tampering on the printed MRP of the manufacturer by the Chemist by use of stickers or any other means will not be accepted.
31. Discount should be quoted in sealed envelope as per **Annexure 'B'** and superscribed "**Financial Bid**". Discount should not be mentioned at any place other than in the sealed Commercial Bid. If found so, the Bid shall stand rejected.
32. Rates offered should be mentioned both in figures as well as in words and offer should be typed or legibly handwritten. Alteration if any, unless legibly attested by the Tenderer with his full signature shall invalidate the tender. The tender should be duly signed by the authorized persons. (In case, there is any difference in the amount between figures & words, the amount indicated in words will be treated as the valid offer). The Tenderer should ensure that the amount is written in such a way that interpolation is not possible. No blank space should be left.

How to apply

Chemists/Pharmacies meeting the above mentioned terms and conditions will submit both technical as well as financial bids simultaneously in the separate tender forms. Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One lakh only) is required to be deposited either through RTGS/NEFT or through pay-in-slip in CSIR-CSIO Account before the last date. The proof of EMD deposited in CSIR-CSIO Account is required to be attached with the tender. The bank details of the CSIO Account are given hereunder :

Name of the Beneficiary Account:	Director CSIR-CSIO
Name of the Bank	: State Bank of India
	Sector 30-C, Chandigarh
MICR Code	: 160002017
IFSC Code	: SBIN0001443
Saving Bank Account No.	: 30267029400

The tender received without EMD will be summarily rejected. The financial bids of only those chemists/pharmacies who pre-qualify in the technical bid will be opened on stipulated date and time to be communicated later.

Desirous pharmacies may download tender forms from our website www.csio.res.in. Both the tender forms in the prescribed format duly completed in all respects and supported by relevant documents should be submitted in two separate sealed envelopes duly superscribed as “**Technical Bid**” and “**Financial Bid**” put together in a single sealed envelope duly superscribed “**Tender for Empanelment of Chemists for CSIR-CSIO Clinical Centre**” addressed to Director CSIR-CSIO, Chandigarh. Tenders should reach the office of Administrative Officer, CSIR-CSIO, Sector 30, Chandigarh **on or before 23.02.2017 by 03.00 p.m.** Late and delayed tenders will not be opened and summarily rejected. The technical bid will be opened on 23.02.2017 at 03.30 pm in the office of Administrative Officer, CSIR-CSIO, Chandigarh in the presence of the representatives of the chemists/pharmacies, if any.

If any information furnished by the agency is found to be incorrect at any stage during the empanelled period, it will liable to be debarred from tendering and Security Deposit will be forfeited.

The Director, CSIR-CSIO, Chandigarh reserves the right to accept or reject any or all tenders in full or part thereof without assigning any reason whatsoever and his decision on all matters in this regard shall be final & binding.

Administrative Officer

Annexure A-1

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

TECHNICAL BID

**Empanelment of Chemists for supply of medicines to CSIR-CSIO employees, pensioners,
family pensioners and their dependent family members**

{NIT No. Bill(Med)/03/2017}

Sr. No.	Particulars	Details
1.	Name & Address of the Chemist	
	Telephone No.	
	Mobile No.	
	Email ID	
2.	Constitution (Company/Partnership/Proprietorship)	
3.	Whether Manufacturer/Authorised Distributor/Dealer/Agency	
4.	Details of Registration	
	Registering Authority	
	Registration No. & Date	
5.	Drug Licence No., Date and validity of Drug Licence for Allopathic Medicines (Self attested copies of relevant documents to be enclosed)	
6.	Sales Tax No. (if applicable)	
7.	VAT/TIN Registration, as applicable (Self attested copy of VAT/TIN No. Certificate to be enclosed)	
8.	Permanent Account Number (PAN) (Copy of PAN Card to be enclosed)	
9.	Whether the Billing System is computerized? (Yes/No)	

10.	Whether the firm is blacklisted/debarred/suspended by any Government Department/Undertaking during the last one year? If, not, Affidavit duly attested from Notary to this effect should be enclosed. (Yes/No)		
11.	Whether the Chemist is willing to supply medicines to CSIO staff, pensioners immediately based on the prescription slip issued by Medical Officers of CSIO at the designated place in CSIO Clinical Centre and has all the facilities required to cater to a large customer base like CSIO and other hospitals. Yes/No		
12.	Detail of Earnest Money Deposit (EMD) deposited in CSIR-CSIO Account No. 30267029400 being maintained with State Bank of India (EMD of Empanelled Chemists would be converted into Security Deposit)	UTR No. (if any)	
		Date of Deposit	
		Amount	Rs.01.00 lakh
		Proof Attached (Yes/No)	
13.	Bank Account Details	Please provide details as per the attached proforma (Annexure A-2)	

I have gone through terms & conditions of NIT carefully and accept the same. Copy of NIT duly signed at each page is enclosed.

Name of the Authorized Signatory :

Seal of the Chemist :

Date :

**Signature & Seal of
Authorised Signatory/Chemist**

Annexure A-2

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

Proforma for Bank Account Particulars for e-Payment

Sr. No.	Particulars	Details
1.	Name & Address of the Chemist	
2.	Name of the Beneficiary Account	
3.	Account No.	
4.	Nature of Account Saving/Current	
5.	Name & Address of the Bank	
	Telephone No./Mobile No.	
	Email ID	
6.	IFSC Code (copy of cancelled cheque is to be attached)	
7.	MICR Code	
8.	Branch Code	

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

Date : ___/___/2017

Signature :

Name :

(Seal of the Vendor)

Verification :

Certified that the bank account particulars/details as given above are correct as per Bank record.

**Signature of Branch Manager
with seal of the Bank**

Annexure B

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

FINANCIAL BID

**Empanelment of Chemists for supply of medicines to CSIR-CSIO employees, pensioners,
family pensioners and their dependent family members**

{NIT No. Bill(Med)/03/2017}

Sr. No.	Particulars	Details
1.	Name & Address of the Chemist (copy of proof of ownership to be enclosed)	
	Telephone No.	
	Mobile No.	
	Email ID	
2.	Percentage of Discount proposed to be offered on Maximum Retail Price (MRP) inclusive of taxes printed on medicines strip/bottle/unit packed in (a) In percentage terms – in figures (b) In percentage terms – in words	

***Signature & Seal of
Authorised Signatory/Chemist***