

**CSIR-CENTRAL SCIENTIFIC INSTRUMENTS ORGANISATION  
SECTOR 30-C CHANDIGARH- 160030**

No.CSIO/Gen. (Med)/2021

February 12, 2021

**OFFICE MEMORANDUM**

Subject : **Supply of medicines on credit basis at CSIR-CSIO Clinical Centre - reg.**

It is notified for information of all staff members and pensioners that the Competent Authority has been pleased to approve to empanel the following five chemist(s) for supply of medicines at CSIR-CSIO Clinical Centre on the prescription of Medical Officer(s) of CSIR-CSIO Clinical Centre on credit basis **for a period of one year w.e.f. 15.02.2021 to 14.02.2022** on the terms and conditions mentioned hereunder :

- |    |   |                                   |
|----|---|-----------------------------------|
| 1. | <b>M/s. Brothers Medicos</b><br>Booth No. 81, Sector31-D<br>Chandigarh        | ☎ 0172-5036055<br>☎ 9988936055    |
| 2. | <b>M/s. Jai Ambika Medicos</b><br>SCO 361, Sector 32-D<br>Chandigarh          | ☎ 0172-5001926<br>☎ 0 99886 37709 |
| 3. | <b>M/s. Vikas Medical Agency</b><br>SCO 46, Sector 29-D<br>Chandigarh         | ☎ 9306074780                      |
| 4. | <b>M/s. Bansal Medicos</b><br>Booth No. 308, Sector 32-D<br>Chandigarh        | ☎ 0172-2608544<br>☎ 0 98155 91558 |
| 5. | <b>M/s. Tinbro Bharat Medical Stores</b><br>SCF 23, Sector 16-D<br>Chandigarh | ☎ 0172-2770528<br>☎ 0 9815198614  |

**Terms and Conditions :**

1. Medicines will be supplied in CSIR-CSIO Clinical Centre immediately against the prescription slip issued by Medical Officer(s) of CSIR-CSIO.
2. Patient/Pharmacist will sign on reverse of the prescription slips and invoices/bills as a token of having received the medicines in full.

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3. Patient/Pharmacist will not accept any substitute medicines and short supply of medicines.
4. The Chemist will record a certificate that the price charged in each bill is not more than the printed price (MRP).
5. The supplied medicines should have its own shelf-life period as mentioned on the label of medicines. The shelf life of medicines supplied should not have passed more than half of its shelf life at the time of supply.
6. Director CSIR-CSIO or his authorized heads reserves the right to visit/inspect the premises of supply of medicines. However, Medical Officer(s) of CSIR-CSIO may adopt their own criteria for checking/verification and for proper control so as to ensure that medicines are actually being supplied as per the prescription of the doctor.
7. The sub-contract of the empanelment will not be allowed in any case.
8. CSIR-CSIO Dispensary timings are as follows :

Morning Timings

08.00 AM to 12.00 Noon (Monday to Friday)

08.00 AM to 12.00 Noon (Saturday) (2<sup>nd</sup> & 5<sup>th</sup> Saturdays are off-days)

Evening Timings

03.30 PM to 06.30 PM (Monday to Friday) (Summer - April to September)

03.00 PM to 06.00 PM (Monday to Friday) (Winter - October to March)

9. Empanelled chemist will collect the prescriptions from the CSIR-CSIO Clinical Centre and deliver the medicines as per the following time schedule, which is to be strictly followed :
  - (a) The prescriptions of the morning session will have to be collected at 11.45 am and deliver the medicines at 04.00 pm on the same day.
  - (b) Similarly, the prescriptions of the evening session will have to be collected at 06.15 pm in the summer and at 05.45 pm in the winters and deliver the medicines at 09.00 am on the next day.

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Since parallel empanelment with five firms have been done, **each firm will collect the prescriptions from CSIR-CSIO Clinical Centre for supply of medicines for two weeks on rotation basis starting from (1) M/s. Brothers Medicos, (2) M/s. Jai Ambika Medicos, (3) M/s. Vikas Medical Agency, then (4) M/s. Bansal Medicos, and lastly (5) M/s. Tinbro Bharat Medical Stores.**

**After first round of completion of rotation, firm at (1) above will again collect the prescriptions from CSIR-CSIO Clinical Centre for two weeks and this process will continue till the completion of tenure of empanelment.**

10. As per instructions contained in CS(MA) Rules, utmost economy should be exercised while prescribing the medicines. Where cheaper medicines of equal therapeutic value are available, only those medicines should be prescribed.
11. The Chemists will provide the services in consultation with Medical Officer of CSIR-CSIO Clinical Centre and ensure smooth functioning so as to avoid any inconvenience to patients especially old-aged pensioners.

Hindi version will follow.



**(Sukesh Kumar)**  
**Principal Private Secretary**

**Copy to :**

1. Finance & Account Section : with the request to pass the bills after deduction of discount @ 25%.
2. All Incharge Verticals/Horizontal/Division/Sectional - through Intranet
3. Medical Officer(s) of CSIR-CSIO
4. Pharmacist, CSIO Dispensary
5. Head MIS - with the request to upload on CSIR-CSIO intranet for information of staff and pensioners.
6. All Notice Boards
7. PS to Director