



**CSIR- Indian Institute of Integrative Medicine  
(Formerly known as Regional Research Laboratory, Jammu)  
Canal Road, Jammu – 180 001 (INDIA)**

**NOTICE INVITING TENDER**

(NIT No: 2/30(5)/Gen-Medical/16)

Sealed Tenders are invited from the reputed Chemist Shops located at Bakshi Nagar, Canal Road, Talab Tillo and Shakti Nagar, Jammu (within a radius of approximately 2-3 Km from IIIM Dispensary) having valid drug license for entering into rate contract for the supply of Allopathic Medicines to CSIR-IIIM Dispensary located at IIIM Campus, Jammu on discount and credit basis for a period of two years. The estimated cost of medicines to be supplied to CSIR- IIIM is approximately Rs. 60-70 Lakhs per year which may vary.

The Quotation Proforma with detail terms & conditions can be had from the office of Controller of Administration or it can be downloaded from our website '[www.iiim.res.in](http://www.iiim.res.in)' .

The Tender duly super-scribed "Tender for Empanelment of Chemists for CSIR-IIIM Dispensary" should reach General Section, CSIR-IIIM, Canal Road, Jammu upto 3.00 PM on 22.07.2016. The Tenders will be opened on the same day i.e. 22.07.2016 at 3.30 PM.

-Sd-  
Controller of Administration

**CSIR- Indian Institute of Integrative Medicine**  
**(Formerly known as Regional Research Laboratory, Jammu)**  
**Canal Road, Jammu – 180 001 (INDIA)**  
**ao@iiim.ac.in Phone: 0191-2585025, 2585026(Fax)**

NIT No. 2/30(5)/Gen-Medical/16

Date: 01.07.2016

***NOTICE INVITING TENDERS FOR THE SUPPLY OF MEDICINES TO CSIR-IIIM DISPENSARY, JAMMU, ON RATE CONTRACT BASIS***

CSIR- Indian Institute of Integrative Medicine, Jammu, a premier Research & Development organization under the Council of Scientific & Industrial Research, New Delhi (Ministry of Science and Technology, Govt. of India), has its own Dispensary being managed by two professional Medical Officers for the health-care of staff. The dispensary caters to the needs of regular employees as well our pensioners and their families. In emergent circumstances, we have to provide medicines which are not available in dispensary on immediate need basis to the patients. Therefore, we are interested to enter into a rate contract for the supply of medicines on daily requirement basis with the following arrangement.

1. The successful bidder/medical agency will be required to depute their representative daily at a mutually fixed time to our dispensary to collect the medical prescriptions/slips duly signed by a Medical Officer and deliver the medicines alongwith a Challan to the Dispensary the same/next day. In case of an urgency however, the patient or his attendant may approach the authorised shop with prescription from IIIM Dispensary for receiving the medicines immediately.
2. At the end of a fortnight, all the prescription slips and invoices alongwith pre-receipted and stamped consolidated Bills in triplicate would be submitted in CSIR-IIIM 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 Medical Officers of CSIR-IIIM, the bills will be processed for payment by the office. The consolidated bills would be prepared by the Chemists for Category I (regular staff & their family members) and Category II (retired employees & their family members).
3. The payment will be released within 4-5 weeks after the bills are verified by the Medical Officer, IIIM Dispensary.
4. The medicines should be from authentic original manufacturer/source, of genuine quality and having sufficiently long expiry date (not less than six months from the date of supply ) failing which the same are liable to be rejected. The bidders will be required to undertake

that they will supply the original and genuine medicines and action, as under law applicable, will be taken against them in case any fault is noticed.

5. The prospective bidders should submit complete profile of their agency alongwith a list of authorized dealerships of original manufacturers.
6. Substitute medicines will not be accepted unless permitted by the Medical Officers of CSIR-IIIM Dispensary.
7. Parallel contracts to two or more Chemists can be given for the supply of medicines.
8. The contract will be valid for a period of two years in the first instance which may be extended, for further period if mutually agreeable or curtailed if felt necessary by the Institute.
9. The contract may be terminated by either party by serving a minimum one month advance notice.
10. The Chemists will record a certificate that the price charged in each bill is not more than the printed price (MRP).

**To have above arrangement in place, we hereby invite the Sealed Tenders from reputed, credible, genuine suppliers, on behalf of Director, CSIR-Indian Institute of Integrative Medicine, Jammu, for entering into a rate contract with following terms & conditions.**

- 1) The bidders are required to offer a single flat rate of discount on the Maximum Retail Price and have to indicate clearly whether they will charge the full MRP or offer a fixed rate of discount thereon.
- 2) The rate of discount offered on specific anticancer drugs should be quoted separately.
- 3) Taxes and other levies, if any, should also be clearly indicated and have to clarify in the bid whether the prices charged will be inclusive of taxes or the same will be charged extra.
- 4) The bidders have to depute a person daily to our dispensary for collecting prescription slips from our Dispensary and for delivering the medicines at an appointed time positively the same/next day. The agency has to undertake this service free of cost i.e. the medicines are to be supplied FOR CSIR- IIIM Dispensary daily or as and when required.

The tenders in prescribed format, Annexure-I, duly sealed, bearing our NIT No. and Date/Time of Opening should reach the office of the undersigned by or before the last date and time of submission of tenders.

Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten Thousand only) is required to be deposited through Demand Draft in favour of the Director, CSIR- IIIM, payable at Jammu. 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.

CSIR-IIIM Dispensary timings are as follows: Morning /Afternoon

**9.30 AM to 1.30 PM & 2:30 PM to 6:00 PM (Monday to Friday)**

**8.00 AM to 10.30 AM (Saturday)**

Last date for submitting the tender is 22.07.2016 upto 3.00PM in General Section, CSIR-IIIM, Jammu. The tenders will be opened on the same day, i.e 22.07.2016 at 3.30PM in TKDL, Hall, CSIR-IIIM, Jammu. The Tenderer or his representative is requested to be present at the time of opening of the tenders.

If the last date/date of opening happens to be/declared a gazette holiday, the tenders will be opened on the next working day. The tenders will be opened in presence of the bidders who choose to be present at the fixed date and time. No interim enquiries will be entertained in this regard.

The Security Deposit is liable to be forfeited in case of non-fulfillment of the terms & conditions of the contract by the empanelled Chemists.

Late/Delayed/Incomplete tenders will not be considered.

Director, CSIR- IIIM, Jammu, reserves the right to accept or reject any tender in part or full without assigning any reason.

In case of any dispute the same will be subject to the jurisdiction of courts at Jammu only.

-Sd-  
CONTROLLER OF ADMINISTRATION

**INDIAN INSTITUTE OF INTEGRATIVE MEDICINE, JAMMU**  
**(Council of Scientific & Industrial Research)**  
**CANAL ROAD, JAMMU- 180 001**

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 MRP/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 : Bank :
7	Whether the firm is blacklisted by any Government Department/Undertaking? If, not, Affidavit duly attested by the 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

\_\_\_\_\_

Signature of the Chemist

\_\_\_\_\_

Name of the Authorized Signatory

\_\_\_\_\_

Seal of the Chemist

\_\_\_\_\_

Date

\_\_\_\_\_

Annexure-II

**Proforma for Bank Account Particulars for e-Payment in respect of Medicine Supplied to CSIR- IIM Dispensary, Canal Road, Jammu (CSIR-IIM) – 180 001.**

1. Name and Address of : Vendor/Supplier :
2. Name Account Holder :
3. PAN No. :
4. Account No. :
5. Nature of Account/Account Type :
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)