



CSIR- Indian Institute of Integrative Medicine

(Formerly known as Regional Research Laboratory, Jammu)

Canal Road, Jammu – 180 001 (INDIA)

Phone: 0191-2585025, Fax No.-0191-2585026

NOTICE INVITING TENDER

(NIT No: 2/63/Gen./Medical/2023)

Director, CSIR- Indian Institute of Integrative Medicine, canal Road, Jammu invites bids electronically through Central Public Procurement Portal (etenders.gov.in) **under two bid system** from the reputed Chemist Shops located within Jammu Municipal Limits having valid drug license for entering into rate contract for the supply of Allopathic Medicines to CSIR-IIIM Dispensary/employees/pensioners located at IIIM Campus, Canal Road, Jammu on discount and credit basis **for a period of two years** which may be further extended upto a period of one year on such terms & conditions as are mutually agreed upon. The estimated cost of medicines to be supplied to CSIR- IIIM is approximately Rs 80-90 Lakh per year which may vary.

The bidders must submit bids electronically through Central Public Procurement Portal (etender.gov.in).

Critical dates of E-Tender are as under

Bid Document Download/Sale Start Date	Date- 18.04.2023, from 11:00hrs.
Bid Submission Start	Date- 18.04.2023, from 11:00hrs.
Bid Submission End Date	Date- 10.05.2023 upto 15:00 hrs.
Last Date and time of submission of original Demand Draft against EMD	Date- 10.05.2023 at 15:00 hrs
Bid Opening Date	Date- 11.05.2023 at 15:30 hrs
Financial Bid opening Date	To be intimated later

Controller of Administration



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Phone: 0191-2585025, Fax No.-0191-2585026

NIT No. : 2/63/Gen./Medical/2023

Date: 13.04.2023

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 R&D Institute of Council of Scientific & Industrial Research, New Delhi under DSIR, (Ministry of Science and Technology, Govt. of India. It 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 as 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 patient or his attendant shall approach the authorized shop with prescription from CSIR-IIIM Dispensary for receiving the medicines immediately. In case any medicine is not readily available, the same shall be procured and delivered by the agency within 24 hours. In case of emergent medicine, the employee shall be free to procure the medicine from any shop after taking N.A from the empanelled agency and the difference in price shall be made good by the concerned chemist/pharmacy/agency. The empanelled chemist shop will supply the medicines and obtain the signature of the employees/pensioners on reverse of the prescription slips and/or invoices/bills as a token of employee/pensioners.
2. At the end of a fortnight, all the prescription slips and computerized invoices along with 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, CSIR-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 of default is noticed.

5. The prospective bidders should submit complete profile of their agency along with 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 based on their meeting the eligibility criteria and geographical location in order to have a wide network of authorized shops across the entire town.**
8. **The contract will be valid for an initial trial period of 03 months which may be continued further for a period of 21 months subject to satisfactory performance of the contract under trial period on the same terms & conditions. The Contract/Agreement may be further extended upto a period of one year on such terms & conditions as are mutually agreed upon. Services of any chemist /agency not found satisfactory during the periodic reviews at 3 months, 6 months, 12 months and 18 months shall be discontinued forthwith.**
9. The contract may be terminated by either party by serving a minimum one month's advance notice.
10. The Chemists will record a certificate that the price charged in each bill is not more than the printed price (MRP).
11. 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.
12. 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-IIIM tenders. Besides this, legal action(s) as deemed fit, will be taken. In case of failure or refusal by local Chemist to supply the medicines in CSIR-IIIM Clinical Centre, the empanelment is liable to be cancelled at his own risk and cost.
13. Substitute medicines and short supply of medicines will not be accepted unless permitted by the Medical Officers of CSIR-IIIM Dispensary. Cut strips and loose medicines will be accepted only after showing batch number and expiry date.
14. The Chemists must have communication facilities such as Telephone/Mobile Phone, E-Mail etc.
15. 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.

16. The staff of empanelled chemist shops are required to display courteous and mature behavior with the staff and pensioners of CSIR-IIIM, along with their dependent family members while having any type of interaction regarding supply of medicines.
17. Family members of officers/officials working in CSIR/IIIM cannot take part in this tender enquiry.
18. The tenderer will not be allowed to **sub-contract**. If this comes to notice, action will be taken which may amount to cancellation of empanelment awarded to the firm and /or forfeiture of Performance Security Deposit.
19. In the event of any question or dispute/differences arising in this regard in respect of any matter and during the continuance of the contract or thereafter the same shall be referred to Delhi International Arbitration Centre (DIAC) set up under Arbitration and Conciliation (Amendment) Act, 2015 whose decision thereon shall be final and binding on the parties thereto.

20. CORRUPT OR FRAUDULENT PRACTICES

CSIR-IIIM requires that the Bidder observe the highest standards of ethics and conduct during the tender process and afterwards during the execution of contract. In pursuance of this policy, the terms and conditions are set forth as follows:

- a. "corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of the public official in the tender process or in the process of execution of empanelment; and
- b. "Fraudulent practice" means misrepresentation of facts in order to influence the tender process or execution of empanelment to the detriment of CSIR-IIIM, and includes collusive practice among Bidder (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive CSIR-IIIM of the benefits of free and fair competition; CSIR-IIIM will declare a firm ineligible, either indefinitely or for a specified period of time, if it determines that the bidder/firm has engaged himself in corrupt and/or fraudulent practices while competing for or in executing the empanelment **after giving due notice to the bidder**.

Termination for Default

CSIR-IIIM may, without prejudice to any other remedy for breach of empanelment, by written notice of default sent to the bidder, terminate the empanelment in whole or part:

- a. If the bidder fails to provide any or all of the services within the period(s) specified in the empanelment.
- b. If the bidder fails to perform any other obligation(s) under the empanelment.
- c. If the bidder, in the judgment of the CSIR-IIIM has engaged in corrupt or fraudulent practices in competing for or in executing the empanelment including sub-empanelment.

In case of repeated failure or refusal on chemist's part to supply the medicines within the time as provided in the relevant clauses of this Tender document, the empanelment is liable to be Terminated/cancelled at chemist's risk and cost. Any additional cost arranging supply from alternative source will be recovered from the chemist alongwith a penalty @ 10% of the cost of the medicine or 100 rupees whichever is higher, shall be charged per day for each day of delay above the prescribed period for supply of medicine.

To have above arrangement in place, we hereby invite the bids electronically through Central Public Procurement Portal(etenders.gov.in) 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 anticancer drugs should be quoted separately. The discount should be applicable uniformly on both Indian & Imported anti-cancer drugs.
- 3) **Minimum fixed discount shall be 15%. Bidders not willing to give the said minimum discount need not apply. However, the bidders are free to quote a higher discount than the benchmark discount of 15%.**
- 4) Prices should be inclusive of all Taxes and other levies (if any).

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 on/or before 10.05.2023 upto 3.00PM through Central Public Procurement Portal(etenders.gov.in). The Technical Bid will be opened on the next day, i.e 11.05.2023 at 3.30PM. The bidders or his representative can be present at the time of opening of tenders.

If the last date/date of opening happens to be/declared a **gazetted 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 and in cases where the contract is terminated for deficient services during the periodic reviews.

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.

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 empanelment 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 must not have been black-listed/debarred/suspended/terminated by any organization during the last 03 (three) years. A declaration in this regard as per **Annexure-C** is to be attached.
4. The bidder should have Goods and Services Tax identification Number (GSTIN), Copy of GSTIN/provisionally issued GSTIN is to be attached.
5. A copy of PAN allotted to the firm/owner.
6. **Earnest Money Deposit (EMD):** Earnest Money Deposit (EMD) of 50,000/- (Rupees Fifty thousand only) will be required to be paid in the form of Demand Draft/Banker's cheque from Scheduled/Nationalized Banks in favour of "The Director, CSIR-IIIM" payable at "Jammu" and the scanned copy of the same should be uploaded during the submission of Tender duly signed digitally. EMD must be valid for minimum 90 days from the date of publication of the tender. Since the bid is to be submitted online, the Original EMD should be sent by post to reach the office of the COA before bid submission end time. Tenders submitted without EMD and incomplete tenders will be summarily rejected. CSIR-IIIM will not be responsible for any postal delay. MSME/NSIC Registered firms shall be granted exemption for EMD only. The MSME units claiming exemption of EMD should enclose valid MSME/NSIC Registration certificate, failing which bid will be rejected. The EMD of the unsuccessful bidders would be refunded after the finalization of empanelment of Chemists. IT is further informed that if they withdraw or modify their bids during period of validity etc., their EMD will be forfeited.
7. The successful bidder will be required to deposit Performance Security amounting to Rs.1,00,000/- in the shape of **Term Deposit/Fixed Deposit from Scheduled Commercial Banks as per OM Nos.F.9/4/2020-PDD dated 12.11.2020 & 30.11.2021 of Procurement Policy Division of Department of Expenditure under Ministry of Finance, in favour of "The Director, IIIM, Jammu" payable at Jammu which will be retained by the Authority for the due and faithful fulfilment of the contract. The S.D / P.G should remain valid for a period of 60 days beyond the date of completion of all contractual obligations by the firm. No interest shall be payable by the Authority on the amount of S.D / P.G so held. The Authority reserves the right to forfeit fully or partly the Performance Guarantee in the event of failure on the part of the contractor to execute the contract or observations of all or any of the terms & conditions. The decision of Director, CSIR-IIIM, Jammu in this regard shall be final & binding. In case the contract is further extended beyond the initial period, the Performance Guarantee will have to be accordingly renewed/extended by the successful**

tender(s).The EMD of successful bidders can also be adjusted towards PBD in which case the PBG shall be submitted for Rs.50,000/-only, if so desired.

Financial Bid (Rates to be quoted in the attached BOQ)

8. Price bid of only those bidders will be opened who are found responsive in the technical bid.
9. Contractors are requested to submit the Financial Bid in the **format provided (Excel File) and no other format is acceptable.** They are required to download the **BoQ** file, open it and complete the unprotected cells with their respective financial quotes and other details (such as name of the contractor etc..) No other cells should be changed. Once the details have been completed, the Contractor should save it and submit it online, without changing the file name. **If the BoQ file is found to be modified by the Contractor, the bid will be rejected.** It may be noted that only duly submitted bids shall be evaluated and bids just saved but not submitted shall not be part of the evaluation process.
10. The interested firms have to quote the percentage of discount, they would offer on the MRP, which shall be the basis of deciding the successful bidders, subject to compliance of other terms and conditions of the tender. Benchmark minimum discount is fixed @15% and the bidders are free to quote a higher discount. Any bidder quoting a discount less than the minimum benchmark of 15% shall not be considered eligible for the empanelment.
11. The acceptance of tender will be on the basis of discount offered by the Chemist on MRP i.e Maximum Retail Price which is printed on the packing/flags/bottles. The Chemist will be paid on MRP minus discount and no GST, 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 would be considered as cheating and can render the empanelled Chemist liable for disqualification and leads to cancellation of empanelment.
12. Discount should be quoted in the attached BoQ as per Annexure D. Discount should not be mentioned at any place other than in the attached BoQ. If found so, the Bid shall stand rejected.

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. 50,000/-

(Rupees Fifty Thousand only) is required to be deposited through Demand Draft only in favour of Director CSIR-IIIM, Jammu.

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. The EMD may be forfeited if a Bidder withdraws its tender during the period of bid validity or **after the financial bids have been opened.**

Interested pharmacies may download tender forms from our website www.iiim.res.in free of cost. Both the tender forms in the prescribed format duly completed in all respects and supported by relevant documents should be submitted in the CPP Portal in the form of one envelopes as **“Technical Bid”** and **“Financial Bid”**. The tenderer shall submit their e-tender only at CPPP portal <https://tender.gov.in/eprocure/app>. Tenderers/Contractors are advised to follow the instructions provided in the tender documents for online submission of bids. Tenderers are required to upload the digitally signed file of scanned documents alongwith scanned copy of bank receipt/ bank statement for depositing of Tender Fee. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. Uploading of tender in location other than specified above shall not be considered. Hard copy of tender shall not be entertained in that case. Prospective tenderers are advised to get register themselves at NIC CPPP portal, obtain ‘Login ID’ & ‘password’ and go through the instruction available in the Home Page after log into the CPPP-portal <http://etender.gov.in/eprocure/app>. They should also obtain Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their tender.

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

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

Controller of Administration

Annexure A

CSIR- Indian Institute of Integrative Medicine

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TECHNICAL BID

Empanelment of Chemists for supply of medicines through CSIR-IJIM Clinical Centre

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 (attach proof)	
	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.	GST/VAT/TIN Registration, as applicable (Self attested copy of GST/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.	<p>Whether the firm has been convicted by the State Drugs Authorities and if any case is pending under the Drugs and Cosmetics Act and Rules? (Yes/No)</p> <p>and</p> <p>Whether the firm is blacklisted/debarred/suspended/terminated by any Government Department/Undertaking during the last one year? (Yes/No)</p> <p>A declaration to this effect must be enclosed as per Annexure-C.</p>		
11.	<p>Whether the Chemist is willing to supply medicines and has all the facilities required to cater to a large customer base like CSIR IIM and other hospitals. Yes/No</p>		
12.	<p>Detail of Earnest Money Deposit (EMD) drawn in favour of Director CSIR IIM</p>	DD No.	
		Date	
		Amount	Rs.50,000/-
		Name of the Bank	
13.	<p>Bank Account Details</p>	<p>Please provide details as per the attached proforma (Annexure B)</p>	

I have gone through terms & conditions of NIT carefully and accept the same and provide all the information/documents as mentioned above. 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 B

CSIR- Indian Institute of Integrative Medicine

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Phone: 0191-2585025, Fax No.-0191-2585026

Proforma for Bank Account Particulars for e-Payment

Sr No	Particulars	Details
1	Name & Address (including email Id) 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 : ____/____/2023

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 C**DECLARATION**
(on company's letter head/pad)

I/We, _____(name) the sole proprietor/partner of
M/s. _____(company name)
do hereby solemnly affirm and declare as under :

1. That my/our firm has never been convicted by the State Drugs Authorities and no case is pending under **the Drugs and Cosmetics Act and Rules or any other law in force.**
2. That my/our firm is not black-listed / debarred / suspended / terminated by any organization during the last 01 (one) year.

Date : ___/___/2023

Place : _____

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

Undertaking

I undertake that the above information is true to the best of my knowledge. If the above declaration is found to be false at any stage during the bidding process or during the period of empanelment, CSIR-IIIM is free to take any action against my/our firm including termination/black-listing besides legal action.

Date : ___/___/2023

Place : _____

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

Annexure D**CSIR- Indian Institute of Integrative Medicine**

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Canal Road, Jammu – 180 001 (INDIA)

Phone: 0191-2585025, Fax No.-0191-2585026

FINANCIAL BID**Empanelment of Chemists for supply of medicines through CSIR-IIIM Dispensary**

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 Allopathic medicines strip/bottle/unit packed.	(a) In percentage terms – in figures/words Rates to be quoted in the attached BoQ
3.	Percentage of Discount proposed to be offered on Maximum Retail Price (MRP) inclusive of taxes printed on anti cancer drugs.	(a) In percentage terms – in figures/words Rates to be quoted in the attached BoQ

Date : ___/___/2023

Place : _____

Signature & Seal of Authorised Signatory/Chemist

