



सीएसआईआर – हिमालय जैवसंपदा प्रौद्योगिकी संस्थान
CSIR-Institute of Himalayan Bioresource Technology
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निविदा पत्र /Tender Document

CSIR-Institute of Himalayan Bioresource Technology (CSIR-IHBT) is a premier R&D institute of Council of Scientific & Industrial Research (CSIR), New Delhi. CSIR-IHBT intends to **empanelment of chemists for the purpose of** supply of Medicines to CSIR-IHBT Dispensary and the Institute's Employees/their dependent family members and retirees etc. as per the prescription of the Doctor(s) at IHBT Dispensary. Accordingly, all the interested bidders to supply the medicines on credit basis are invited to participate in this bidding process. In this regard online e- tenders are invited from such prospective retail pharmacy chain/ retail or wholesale medicine shops /dealers/distributors/manufacture etc. having capabilities to successfully supply the related medicines under this empanelment of chemist/pharmacy. The details of the tender are as under: –

Tender Reference No	: IHBT/Pur/Dispensary/Medicine RC/2026
Rate Contract for	: For supply of Medicines to CSIR-IHBT Dispensary and the Institute's Employees/their dependent family members and retirees etc
Tender Due date	: as per GeM-CPP Portal
Tender Closing Time	: as per GeM-CPP Portal
Tender Opening Date & Time	: as per GeM-CPP Portal
Tender Opening Portal	: www.etenders.gov.in
Tender at IHBT website	: Yes, www.ihbt.res.in
Type of tender	: Open Tender. Two Bid (Technical + Commercial)

This e-tender is being published on the GeM-Central Public Procurement Portal as well as the website of the institute. For more details please visit CSIR IHBT website i.e. www.ihbt.res.in and GeM-CPP portal <https://www.etenders.gov.in>. **No EMD is required and only bid security declaration may submitted by bidder** (format enclosed). Corrigendum/Amendment (if any) related to this tender will be posted over the GeM-CPP Portal i.e. <https://www.etenders.gov.in> and a reference on CSIR IHBT website also. Interested bidders are requested to frequently visit our Gem-CPP portal and IHBT website for the purpose before bid submission. Bidders who are willing to submit their tender to enter in to the annual rate contracts may get themselves register on the GeM-CPP portal (refer above website) (check this url for detailed instructions for registration <https://etenders.gov.in/eprocure/app?component=%24WebHomeBorder.%24WebRightMenu.%24DirectLink&page=Home&service=direct&session=T>) and submit their e-tender online only. **Manual tenders (tender not submitted through CPP Portal) will not be accepted.** In case of any query or clarification please contact **Stores & Purchase Officer** CSIR-IHBT, Palampur by email: spo.ihbt@csir.res.in contact - +91 01894-230425. Online tenders will be opened by Purchase Section CSIR IHB on designated date and time. Bidders are at their wish to depute their authorized representative(s) if any, in the tender opening. However, bidder can see the tender opening online at portal as per the portal provisions. Director, CSIR-IHBT reserves the right to accept or reject the tender/bid(s) of any party either in part or in full without assigning any reason thereof.

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E-tenders for **empanelment of chemists** for the supply of medicines at CSIR IHBT Dispensary and to its employees/dependent family members/pensioners etc. as mentioned above and also detailed herein under, by the Director, CSIR-IHBT, such prospective retail pharmacy chain/ retail or wholesale medicine shops /dealers/distributors/manufacture etc. having capabilities to successfully supply the related medicines, subject to the following terms and conditions:

1. CSIR IHBT is having a Dispensary at its premises for its employees and their dependent family members and pensioners etc. The **chemist** is supposed to have a medical shop within the distance as mentioned herein-under to supply the medicines to the institute's employees/their dependent family members or to retirees strictly as per the prescription slip as written by the Medical Officers/Doctors of institute's Dispensary of different make/brands as per the prescription slip. To stock the **routine medicines** at the dispensary the separate order(s) can be given directly to the **empanelled chemist** through the Purchase Section and the **chemist** is supposed to supply those medicines at agreed discount. In case the bidder is not having its shop within the distance limit prescribed in this tender document, then the chemist must open the shop within this distance limit within 1 month of the award of the contract else the performance security (to be submitted within 21 days of the award of the contract) will be forfeited.
2. The bidder must clearly quote their **single % of discount on MRP** on medicine based upon which the contract will be awarded to the highest discount offering bidder. Failing which CSIR IHBT Reserves the right to reject the tender.
3. The **period of empanelment of the chemist will be one year which may be extended for further one more year subject to the satisfactory services**, duly certified by the doctor at IHBT dispensary and recommendations of committee and approval of the competent authority thereon.
4. During the contract period, the chemist will have to supply the medicines at agreed rate of discount.
5. The bidder shall ensure that the products which are being offered by them under this contract will not be sold cheaper under same / similar contract to any other CSIR Laboratory/Institute and / or Government / Govt. funded Departments / Institutes / Universities / IIT / IISER / ICAR/ Organization etc. or any other clients under similar conditions during the currency of the contract period. **(attached undertaking to this effect else tender is liable to be rejected)**.
6. The chemist shall admit the prescription slip (written by the doctor of IHBT dispensary) from employees/pensioners etc. only upto 05 days from date of prescription by the doctor. Separate purchase order for supply of medicines at dispensary store will be issued by the Purchase Section, CSIR IHBT.
7. The doctor at the dispensary can prescribe medicines of different brands and the chemist must supply medicines the same as prescribed with the following conditions:
 - a. The date, on which an employee/pensioner/dependent family member presents doctor's signed prescription slip to the chemist, the chemist will supply the same immediately. In case medicine is not available with the chemist, and the employee wants it immediately as per his/her medical need, the chemist will give "**Medicine Not Availability Certificate**" on related prescription slip to the person coming to take medicine, and the chemist will not be held responsible for the higher price paid by that concerned employee/pensioner in case he/she purchase the medicine from market and submit to office for reimbursement (wherever applicable). (chemist to take an undertaking from the employee/pensioner/dependent family member to this effect showing the prescription slip presentation date to chemist).

- b. If the medicine is not available with the chemist, and the employee/pensioner/dependent family member can wait to take the medicine up to 05 working days from the date of presentation of the prescription to the chemist, then the chemist has to arrange medicine to the employee in these 05 working days, failing which, the chemist will be liable to be penalized for the difference of the price paid by the employee for purchase of the same from the market (beyond 5 days), and the chemist's discounted price.
8. Bid should be valid for 90 days.
9. The bidder should have a valid drug license from related Government Agency like CDSCO etc.
10. The owner or appointed pharmacist must have valid a B.Pharm or D.Pharm Degree/Diploma qualification.
11. The bidder must submit legally valid proof of medical shop ownership or a registered/lawful Rent Agreement. In the case of rented premises originally belonging to a Municipal Corporation or Government body, the Rent Agreement must be accompanied by an official No Objection Certificate (NOC) or sub-letting permission from the concerned government authority. Self-sworn affidavits or unauthorized sub-letting documents will be summarily rejected.
12. Tenders submitted without Bid Security Declaration will be summarily rejected.
13. The supplier may submit its bills to the institute every 15 days. Separate bills against orders issued by the purchase section can be submitted after supply of medicines in good conditions. The payment of the supplier bill will be made on priority on receipt of certification from the dispensary doctor. The bidder cannot claim any interest in case any payment is delayed.
14. The submission of tender shall be deemed to be an admission on the part of the bidder, that he had fully acquainted with the tender terms and no claim other than what stated in the tender document shall be entertained in the event of award of the contract.
15. No printed conditions of the bidder will be deemed to be accepted unless agreed in writing by the institute.
16. **Incomplete, conditional tenders** will be liable for rejection.
17. **The contract** can be terminated at any point of time by giving one month's notice from either side.
18. The rate contract can be extended for a period of 3 months beyond the contract agreed period i.e. 2 years in this case, subject to satisfactory performance and mutual agreement and with the approval of the Competent Authority.
19. Bidders shall note that the institute will not entertain any correspondence or queries on the status of the offer received against the Tender Invitation.
20. Bidders / chemists whose performance was not satisfactory in respect of quality of supplies and delivery schedules in any Government funded organizations are liable for rejection. Debarred bidders from any Government funded organization will be disqualified in this tender.
21. Tenders that do not comply with the above criteria and other terms & conditions are liable for rejection.
22. The decision to award the contract or not (partially/fully) to any bidder will rest at the discretion of the Director, CSIR IHBT Palampur. He reserves the same rights without assigning any reasons to any-bidder thereon.
- 23. The Contract will be awarded to the bidder who is quoting maximum discount on MRP.**

24. If the Rate chemist reduces his price or sells or even offer to sell the Rate Contract goods to any of the Government Funded Organization/Body during the currency of the rate contract, the same will be intimated to CSIR IHBT by the chemist and the prices of this contract will automatically stand reduced with effect from such date, for all subsequent supplies under the contract. In this type of situation if any amount is recoverable from the chemist, then the same can be adjusted from the pending bills of the chemist else the chemist will be liable to pay same separately. Information of any reduction in the contract prices to CSIR IHBT will be the responsibility of the chemist.
25. Bidder must attach their PAN, GST, Income tax return for last 3 years, and audited balance sheet for 3 years. The bidder must not have incurred loss in the last 3 financial years for not declared insolvent or debarred or banned by any government funded organizations.
26. The medicines supplied under the contract should generally have minimum expiry of 1 year or minimum prescribed standard time as per the manufacturer's instructions on related medicines.
27. The bidder should submit the performance bank guarantee (PBG) of Rs. 1.0 Lakh as per the format mentioned in this tender document within 15 days of award of the contract. In case of breach of the contract as per code of integrity of GFR 2017 (updated), the PBG amount can be forfeited with other suitable actions as deem fit by CSIR IHBT.
28. The bidder should attach a solvency certificate of Rs. 10 Lakh form any scheduled bank in India.
29. The Director, CSIR-IHBT, Palampur, reserves the right to accept/reject any or all the tenders in part or full without assigning any reason thereof.
30. All disputes arising concerning the executing the orders will be subject to the jurisdiction of the courts in Palampur only.

31. Eligibility Criteria to qualify in technical bid stage is as under –

- a. The bidder should submit the valid drug license from related Government Agency like CDSCO etc.
- b. The bidder should submit the owner's or appointed pharmacist's valid a B.Pharm or D.Pharm Degree/Diploma.
- c. Bid Security Declaration
- d. Undertaking that bidder will submit the performance bank guarantee of Rs. 1.0 Lakh within 21 days of receipt of the contract award letter.
- e. The document related to the shop ownership/lease/rent as per tender details.
- f. Bidder must attach their PAN, GST, Income tax return, Profit and Loss Statement for last 3 years.
- g. The bidder must enclose a solvency certificate of Rs. 10 Lakh from any Scheduled Bank in India.
- h. The bidder must attach an undertaking that his firm by which he is doing bidding or his other firms wherein he is having ownership of major stakes are not debarred from any Government Funded Organization.
- i. The bidder should have its retail medicine shop within **10 km of radius of CSIR IHBT**. In case the bidder is not having its shop within the required above distance, then the bidder will have to submit an undertaking that he will open the shop within above mentioned distance after taking the contract award within 30 days of award letter else their PBG will be forfeited. In such situations, the shop related document can be submitted later-on and the bidder will be declared qualified based upon such undertaking.
- j. The bidder/appointed pharmacist should not be convicted under the Drug and Cosmetics Act 1940 (or as amended time to time). Bidder should attach an undertaking to this effect.
- k. Undertaking that the medicines will be supplied & billed to the employee / pensioners /dependent family members strictly as per the prescription slip of the Doctor, IHBT Dispensary.

The bidders conforming to the above eligibility criteria (a to k) will be declared technically qualified in this tender and their price bid will be opened. After opening of the price bid, the contract will be awarded to the highest discount offering bidder.

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Format 1.1:
Bank Guarantee Format for Performance Security

To

The Director-CSIR IHBT, through
Head of Procurement
Procuring Organization

[Complete address of the Procuring Entity]

Whereas..... (name and address of the chemist) (hereinafter called “the chemist”) has undertaken, in pursuance of contract no date..... to supply (description of goods and Works/ Services) (hereinafter called “the contract”).

And Whereas you have stipulated it in the said contract that the chemist shall furnish you with a bank guarantee by a Commercial bank for the sum specified therein as security for compliance with its obligations as per the contract;

And Whereas we have agreed to give the chemist such a bank guarantee.

Now Therefore we hereby affirm that we are guarantors and responsible to you, on behalf of the chemist, up to a total of(amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the chemist to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the chemist before presenting us with demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the chemist shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall be valid until theday of20.....

Our.....branch at.....*(Name & Address of the*(branch) is liable to pay the guaranteed amount depending on the filing of a claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our* branch a written claim or demand and received by us at our* branch on or before Dt..... otherwise, the bank shall be discharged of all liabilities under this guarantee after that.

(Signature of the authorized officer of the Bank)

.....
.....
Name and designation of the officer
.....

Seal, name & address of the Bank and address of Branch

*Preferably at the headquarters of the authority competent to sanction the expenditure for the procurement of goods or at the concerned district headquarters or the state headquarter.b

Bid Securing Declaration
(on bidder Letter-head)

Bidder's Name _____

[Address and Contact Details]

Bidder's Reference No. _____

Date.....

To

The Director-CSIR IHBT, through

Head of Procurement

Procuring Organisation

[Complete address of the Procuring Entity]

Ref: Tender Document No./ xxxx; Tender Title: GOODS

Sir/ Madam

We, the undersigned, solemnly declare that:

We understand that according to the conditions of this Tender Document, the bid must be supported by a Bid Securing Declaration in lieu of Bid Security.

We unconditionally accept the conditions of this Bid Securing Declaration. We understand that we shall stand automatically suspended from being eligible for bidding in any tender in Procuring Organisation for 2 years from the date of opening of this bid if we breach our obligation(s) under the tender conditions if we:

- 1) withdraw/ amend/ impair/ derogate, in any respect, from our bid, within the bid validity; or
- 2) being notified within the bid validity of the acceptance of our bid by the Procuring Entity:
 - (a) refused to or failed to produce the original documents for scrutiny or the required Performance Security within the stipulated time under the conditions of the Tender Document.
 - (b) Fail or refuse to sign the contract.

We know that this bid-Securing Declaration shall expire if the contract is not awarded to us, upon:

- 1) receipt by us of your notification
 - (a) of cancellation of the entire tender process or rejection of all bids or
 - (b) of the name of the successful bidder or
- 2) forty-five days after the expiration of the bid validity or any extension to it.

(Signature with date)

.....
(Name and designation)

Duly authorized to sign bid for and on behalf of.....

[name & address of Bidder and seal of company]

Dated on day of [insert date of signing]

Place.....[insert place of signing]

DA:.....

Undertaking regarding Debarment
(on bidder Letter-head)

Bidder's Name _____

[Address and Contact Details]

Bidder's Reference No. _____ Date.....

To

The Director-CSIR IHBT, through
Head of Procurement
Procuring Organisation
[Complete address of the Procuring Entity]

Ref: Tender Document No. Tend No./ xxxx; Tender Title: GOODS

Sir/ Madam

We, the undersigned, solemnly declare that:

Our firm/company through which we are submitting the bid against the above tender or any other firm/company wherein the owner of this firm/company is having majority ownership, is not debarred from any Government Funded Organizations in India. If this declaration is found false, then this will be termed as breach of contract and the CSIR IHBT will be at its discretion to initiate suitable action accordingly regarding debarment.

Name of authorized official : _____

Signature of authorized official : _____

Firm Name :

Date :

Place :

Undertaking regarding non-conviction
(on bidder Letter-head)

Bidder's Name _____

[Address and Contact Details]

Bidder's Reference No. _____ Date.....

To

The Director-CSIR IHBT, through
Head of Procurement
Procuring Organisation
[Complete address of the Procuring Entity]

Ref: Tender Document No. Tend No./ xxxx; Tender Title: GOODS

Sir/ Madam

We, the undersigned, solemnly declare that:

- The Bidder/appointed pharmacist has/have not ever been convicted under the Drug and Cosmetics Act 1940 (as amended time to time). If this declaration is found false then CSIR IHBT can take suitable necessary action as per stipulated procedure.
- The medicines will not be sold cheaper to any other CSIR Laboratory/Institute and / or Government / Govt. funded Departments / Institutes / Universities / IIT / IISER / ICAR/ Organization etc. under same/similar conditions as of the contract.

Name of authorized official : _____

Signature of authorized official : _____

Firm Name :

Date :

Place :