



सी एस आई आर - केन्द्रीय यांत्रिक अभियांत्रिकी अनुसंधान संस्थान
CSIR-CENTRAL MECHANICAL ENGINEERING RESEARCH INSTITUTE
(सी.एस.आई.आर.का एक संघटक संस्थापन, भारत सरकार) (A Constituent Establishment of CSIR, Govt. Of India)
महात्मा गांधी एवेन्यू,
दुर्गापुर - 713209, भारत



Mahatma Gandhi Avenue
Durgapur - 713209, India

CSIR-CMERI

Tender No. PUR/27/MEDICAL/RK/E/2025-26

Date- 02.05.2025

**THE EMPANELMENT OF MULTIPLE RETAIL MEDICAL SHOPS FOR SUPPLY
OF ALLOPATHIC MEDICINES TO BONAFIDE BENEFICIARIES OF CSIR-
CMERI, DURGAPUR.**

Critical Dates:

Bid Submission Start Date- 06.05.2025 (09.00 am)

Bid Submission End Date- 27.05.2024 (03.00pm)

A. INSTRUCTIONS

1. SCOPE

The Empanelled Chemists and Druggists will supply medicines/drugs including insulin and vaccines on cashless basis at the agreed discount rate to bona fide beneficiaries of CSIR-CMERI on the basis of prescription slip issued by Medical Officer(s) of CSIR-CMERI.

2. ELIGIBILITY

2.1 The Chemists and Druggists must hold **valid Retail Drug licenses** for procurement, sale and Distribution of drugs as on the date of BID opening for various categories of allopathic drugs issued by the Drug Control Authority of the State under the provisions of Drugs and Cosmetics Act, 1940. Self-attested copy of the license shall be submitted along with the Quotation. Selected shops will further ensure that their licenses remain valid till the end of the contract period.

The Chemist/Proprietor of the shop must not have been convicted by the State Drug Authorities and no case should be pending under the Drugs and Cosmetics Act and rules against the Chemist/Proprietor.

2.2. Other credentials:

The following documents should be submitted along with the bids in the sequence mentioned below. Each page will be duly signed and serially numbered. Any Corrections or over writings in the quotation may not be accepted and the quotation so may be summarily rejected.

- Copy of valid **GST certificate with number** as issued by the GST Authority.
- Availability of **communication facilities** like telephone land line, mobile phone and e-mail etc.
- Ability to deliver allopathic medicine/drugs including Insulin, Vaccines etc. as prescribed by the M.O., CSIR-CMERI. A declaration as per prescribed format may be furnished in this regard (see Annexure-I). All the medicines prescribed by the doctor may be provided within 24 hrs.

Shrawan Bhargava

- d) The Chemists and Druggists must have **computerized billing system**.
- e) Copy of valid relevant **Trade License** issued by Competent Authority.

3. BASIS FOR EMPANELMENT

Offers fulfilling the CSIR-CMERI stipulated criteria will be shortlisted; selection of shops for the supply of medicines to bonafide beneficiaries of CSIR-CMERI will be solely from the shortlisted offers. The basis of selection is:

- (a) Maximum discount rate offered equal to or beyond the cut off rate of discount of **18.18%**.
- (b) Locality of shops should be within the **Municipal limit of Durgapur** considering density of population of bonafide beneficiaries of CSIR-CMERI, distance and accessibility by transportation.
- (c) Other shops willing to give the same discount as H1 (quoting highest discount) bidder will also be considered for empanelment subsequently subject to fulfilment of stipulated conditions.
- (d) A minimum of 03 (three) such retail Chemists/ Druggists will be empanelled matching with the discount rate quoted by the H1 bidder else the tendering process is liable to be terminated. Director, CSIR- CMERI reserves the right to relax this criteria, as per the requirement of the Institute.
- (e) The bidder's present address of shop within the municipal area of Durgapur should have been established a minimum of 03 (three) years earlier than the last date of bid submission, as per the copy of drug license submitted by the bidder.
- (f) The bidder should have a minimum annual average turnover of Rs. 60 Lakh for last 03 (three) financial years i.e., 2021-22, 2022-23 and 2023-24. Self-attested Photo copy of Balance Sheet/ Statement of Accounts certified by CA should be submitted.
- (g) Income Tax return for the last 03 (three) financial years i.e., 2021-22, 2022-23 and 2023-24 should be submitted.
- (g) The bidder must submit a copy of valid license of a minimum one pharmacist employed under the chemist/ druggist.

4. PERIOD OF CONTRACT

The period of contract shall be **One year** from the date of empanelment. The empanelment may be extended for a further period of **One year** at the discretion of the Director, CSIR-CMERI on satisfactory performance of the selected Chemists/Druggists. The contract may be terminated by either party by giving two calendar months' notice.

5. RIGHT TO ACCEPT OR REJECT ANY OFFER

The Director, CSIR-CMERI, DURGAPUR reserves the right to accept or reject any bid in part or in full or to terminate the whole tendering process without assigning any reason thereof.

6. SUBMISSION OF OFFERS

The Shops (Retail Druggists and Chemists) will submit two bids [one "Technical Bid – Annexure-1" and other "Price Bid- Annexure -2"] in two separate sealed envelopes kept inside a bigger sealed envelope superscripted as "Bid for Empanelment of Chemists/Druggists for Supply of Medicines against Tender dated 02.05.2025".

Anand Bharti

The envelope containing the technical bid should be superscripted as "Technical Bid" and the Price Bid quoting the discount rate should be superscripted as "Price Bid". All the three envelopes should be sealed.

The shops will submit their offers at CSIR-CMERI, DURGAPUR in the prescribed format by 27.05.2025 up to 3:00 p.m. in the **drop box kept with the Security Officer at the Main Gate of CSIR- CMERI**, M. G. Avenue, Durgapur-713209. No bid will be entertained after the stipulated date and time as mentioned above. Bids submitted in any other form (by courier, post, e-mail etc.) will not be accepted. Technical bids will be opened on the same date at 4.00 p.m. in the presence of bidders/authorised representative of the bidders, if they wish to be present.

7. PRICING

The bidder should quote uniform discount on Maximum Retail Price (MRP) printed on Strip/Bottle/Unit packed in percentage term in respect of all medicines/drugs including insulin and vaccines to be supplied under this contract. It should be noted that liability to pay GST and other taxes, if any, leviable under the law would be that of the supplier. CSIR-CMERI will pay the labelled MRP less tendered discount thereon. The quoted discount offer shall remain valid for the entire duration of the contract period.

Director CMERI reserves the right to enter into parallel contracts simultaneously or at any time during the period of this contract, with one or more Chemists and Druggists.

8. NON SUBSTITUTION

Generally, the vendor will provide the prescribed medicine only. In exceptional cases, substitute medicines will be accepted only if permitted by Medical Officers of CSIR-CMERI, DURGAPUR. **Vitamins, food supplements, Oils, cosmetic creams etc. which are not admissible as per CGHS guidelines will not be given on credit basis by the empanelled Chemists/Druggists.** The same should not be included in the bills submitted to CSIR-CMERI for payment.

9. LIFE PERIOD OF MEDICINES SUPPLIED

Every medicine has its own shelf life period mentioned on the label of medicine. The remaining shelf life of medicines supplied should be at least more than Six months at the date of supply.

Cut strips and loose medicines will only be accepted after showing the batch number and expiry date to the satisfaction of the customer.

10. PAYMENT

The authorized Chemist shall claim payments fortnightly. Payments of the bills presented will normally be arranged within 4 to 6 weeks from the date of submission of the bill complete in all respect after all statutory deductions, as per relevant rules. However, the authorized Chemists/Druggists shall make no claim from the CSIR-CMERI in respect of interest in case the payment is delayed for any particular reason which may result in delay of processing of bills.

11. BID SECURITY DECLARATION

The bidder will have to duly sign, stamp and submit a Bid Security Declaration (as per Annexure- 3) on Shop's Letter Head. The bidder may be disqualified from bidding for any

Anand Bhargava

contract with CSIR- CMERI for a period of one year from the date of notification if He/she is in breach of any obligation under the bid conditions, because He/ She

- a) has withdrawn/modified/amended, impaired or derogated from the tender, his/her Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of his/ her Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the relevant clause in this Tender Document / Request for Quotation.

This Bid Securing Declaration shall cease to be valid if a bidder is not declared successful Bidder, upon the earlier of (i) the receipt of notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of his/ her Bid.

12. PERFORMANCE SECURITY

The successful bidders are required to submit a Term Deposit Receipt (TDR) in favour of the Director, CSIR- CMERI for an amount of Rs. 2,40,000/- (Rupees Two Lakh Forty Thousand only) (valid till 60 days after the completion of first year period of empanelment) within 21 days of issue of notification of name of successful bidders for empanelment.

- (a) The proceeds of the performance security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
- (b) The performance security will be discharged by the Purchaser and returned to the Supplier not later than 60 days following the date of completion of the Supplier's performance obligations, without levy of any interest.
- (c) In the event of any contract amendment, the supplier shall, within 21 days of receipt of such amendment, furnish the amendment to the performance security, rendering the same valid for the duration of the contract, as amended for further period of 60 days thereafter.
- (d) The performance security must be received within 21 days. However, the Purchaser has the powers to extend the time frame for submission of Performance Security (PS). Even after extension of time, if the Performance Security is not received, the empanelment of the concerned bidder is liable to be cancelled.

Yours faithfully,

Anand Bharti
02.05.2025

Stores and Purchase Officer

For & on Behalf of CSIR, New Delhi.

E-mail: pur@cmeri.res.in

a.bharti@cmeri.res.in

TECHNICAL BID FORMAT

(To be submitted in Shop's Letter Head only and to be kept in Technical Bid envelope)

1	Name of the Medicine Retailer Shop	
2	Address of the Medicine Retailer Shop with PIN	
3	Contact Details of the shop/ Retailer a) Mobile No. b) E-Mail ID	
4	Constitution of the Firm: a) Proprietorship b) Partnership c) Private Limited d) Other, please specify	
5	Name of the Proprietor / Partners	
6	Drug Licence No.: Valid up to: (Self-attested copy of Licence to be enclosed)	
7	Valid Trade Licence No. Valid up to (Self-attested copy of Valid Trade Licence to be enclosed)	
8	GST No. (Self-attested copy of Certificate to be enclosed)	
9	PAN No. (copy of PAN to be enclosed)	

10	Period for which the shop is in business of retail medicine sale in that location as per relevant licenses	
11	Bank Account Details (cancelled blank cheque to be enclosed)	
12	Valid License Number of the Pharmacist (copy of Valid License to be enclosed)	
13	Bid Security Declaration (to be filled, signed and submitted)	
14	Self-Attested copies of Income Tax returns for the last 03 (three) financial years i.e., 2021-22, 2022-23 and 2023-24 enclosed.	
15	Self-attested Photo copy of balance sheet/ Statement of Accounts certified by CA for the last 03 (three) financial years i.e., 2021-22, 2022-23 and 2023-24 enclosed.	

I/We have read and understood this NIT issued by Director, CSIR-CMERI, DURGAPUR containing the eligibility criteria and the terms and conditions. I/We fully accept to abide by the terms and conditions mentioned therein. I/We also understand that Director, CSIR-CMERI reserves the right to accept any or reject any or all of the offers summarily without assigning any reasons.

I/ We also hereby declare that:

1. Aforesaid mentioned shop has ability to deliver allopathic medicine (including Insulin, Vaccines, etc. at the same rate of discount as offered) as prescribed by the M.O., CSIR-CMERI, DURGAPUR and in the event of non-availability of any medicine, the same shall be provided within 24 hours from the production of prescription.
2. Aforesaid mentioned shop has never been blacklisted by any Government Department/PSU/Autonomous Body.
3. I/We have not have been convicted by the State Drug Authorities and no case is pending under the Drugs and Cosmetics Act against us.

Name of the Proprietor/ Authorised Signatory: _____

Signature: _____

Designation: _____

Date: _____

PRICE BID FORMAT

(To be submitted in Shop's Letter Head only and to be kept in Price Bid envelope)

1	Name of the Medicine Retailer Shop	
2	Address of the Medicine Retailer Shop with PIN	
3*	Percentage of discount offered on MRP: (in figure) : (in words) (only Single uniform discount rate on all prescribed medicines/drugs including insulin and vaccines must be mentioned)	

**Column 3 above must be filled only in figures and words*

Name of the Proprietor/ Authorised Signatory: _____

Signature: _____

Designation: _____

Date: _____

Bid-Securing Declaration Form

(To be submitted in Shop's Letter Head only and to be kept in Technical Bid envelope)

Date: _____

Bid No. _____

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- c) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- d) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of: (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

Checklist

<u>Sl. No.</u>	<u>Required Documents to be annexed with bid</u>	<u>Confirmation by the bidder (Submitted/ Not Submitted)</u>	<u>Remarks</u>
1.	Self-attested copy of Valid Retail Drug License		
2.	Self-attested copy of Valid Trade Licence		
3.	Self-attested copy of GST registration Certificate		
4.	Self-attested copy of PAN Card		
5.	cancelled blank cheque		
6.	copy of Valid License of Pharmacist		
7.	Self-Attested copies of Income Tax returns for the last 03 (three) financial years i.e., 2021-22,2022-23, and 2023-24.		
8.	Self-attested Photo copy of balance sheet certified by CA for the last 03 (three) financial years i.e., 2021-22, 2022-23, and 2023-24.		