

Annexure-B
CSIR-NATIONAL METALLURGICAL LABORATORY
JAMSHEDPUR-831007

EMPANELMENT OF MEDICAL SHOPS FOR SUPPLY OF MEDICINES TO
EMPLOYEES/PENSIONERS AND THEIR DEPENDENT FAMILY MEMBERS OF
CSIR-NML, JAMSHEDPUR

File No.:NML-3(9)/2024-25/Med. Cell/E-III

A. INSTRUCTIONS

1. SCOPE

The empanelled chemists and druggists will supply the medicines/drugs on cashless basis at the agreed discount to CSIR-NML employees, pensioners and their dependent family members on the basis of prescription slip issued by Medical Officer (M.O.) of CSIR-NML.

2. ELIGIBILITY

2.1 The Chemist and Druggist must hold **valid 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 until the end of the contract period.

The Chemist and druggist/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 and druggist/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 will not be accepted and the quotation so will be summarily rejected.

- a) Copy of current **GST certificate with number** as issued by the GST Authority.
- b) Availability of **communication facilities** like telephone land line, mobile phone and e-mail, if any.
- c) Ability to deliver allopathic medicine/s as prescribed by the M.O., CSIR-NML. 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.
- d) The Chemist and Druggist should have **computerized billing system**.

3.BASIS FOR EMPANELMENT

Offers fulfilling the eligibility criteria mentioned in this tender document will be shortlisted. The selection of medical shops for the supply of medicines to CSIR-NML employees, pensioners and their dependent family members will be solely from the shortlisted offers. The basis of selection are as follows:

- (a) Maximum discount rate offered beyond the cut off rate of discount of **15%**.
- (b) Locality of shops considering density of population of CSIR-NML employees/pensioners, distance and accessibility by transportation.
- (c) Other shops willing to give the same discount as H1(highest-1) bidder may also be considered for empanelment subsequently subject to fulfilment of stipulated conditions.

4. PERIOD OF CONTRACT

The period of contract shall be for a period of **One year** from the date of empanelment. The empanelment may be extended for a further period of 03 months at a time subject to the maximum of 12 months at the discretion of the Director, CSIR-NML, on satisfactory performance of the selected Chemists/Druggists. The contract may be terminated by either party by giving one calendar month's notice.

5. RIGHT TO ACCEPT OR REJECT ANY OFFER

The Director, CSIR-NML, Jamshedpur-831007 reserve the right to accept or reject any bid in part or in full without assigning any reason thereof.

6. SUBMISSION OF OFFERS

The shops will submit their offers to CSIR NML, Jamshedpur-831007 in the prescribed format by 23/08/2024 05 PM at the Security Main Gate of CSIR-NML, Burmamines, Jamshedpur. Offers received after this date and time will not be entertained. The postal delays will also not be condoned. A notification of such invitation of bids will also be uploaded into CSIR-NML website. The Quotation shall be opened on 26/08/24 by 11:00am in the presence of prospective bidders, if any. The person who will be present during opening of Quotation must have proper document/authorization.

7. PRICING

The bidder should quote uniform discount on retail price printed on Strip/Bottle/Unit packed in percentage term in respect of all items of supplies to be made under the contract. It should be noted that the selected medical shops/medicine supplier/chemist and druggist would be liable to pay GST and other taxes, if any. CSIR-NML will pay the labelled MRP less tendered discount thereon. The quoted discount offer shall remain valid for the entire duration of the contract period.

The Director NML reserves the right to enter into parallel contracts simultaneously or at any time during the period of this contract, with one or more Chemist and Druggist.

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-NML, Jamshedpur-831007. **No vitamins, food supplements, Oils, cosmetic creams etc. which are not admissible as per CGHS guidelines will be given on cashless basis by the empanelled Chemists/Druggists.** The same should not be included in the bills submitted to CSIR-NML for payment.

9. LIFE PERIOD OF MEDICINES SUPPLIED

Every medicine has its own self-life period mentioned on the label of medicine. The remaining self-life of medicines supplied should be at least more than three 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.

PAYMENT

The authorized chemist and druggist shop/s shall claim payments once a month. Payments of the bills presented will normally be arranged within 4 to 6 weeks from the date of presentation/submission of the bill in case there is no discrepancy in the bill after deduction of TDS etc., as applicable. However, the authorized Chemist and Druggist shall make no

claim from the CSIR-NML any interest in case the payment is delayed for any particular reason which may result in delay of processing of bills.

B. FORMAT

APPLICATION FORM FOR EMPANELMENT OF CHEMISTS/DRUGGISTS FOR SUPPLY OF MEDICINES TO EMPLOYEES/PENSIONERS AND THEIR DEPENDENT FAMILY MEMBERS OF CSIR-NML, JAMSHEDPUR

1	Name of the firm with full Address & Contact Nos. (Telephone/Mobile and Email ID)	
2	Drug Licence No.:	
	Period of Validity: (Self-attested copy of Licence to be enclosed)	
3	GST registration details (Self-attested copy of Certificate to be enclosed)/GST No.	
4	PAN No.	
5	Discount (%) offered on total billing amount. (Mention both in figures & words)	
6	Whether the firm is blacklisted by any Government Department/Undertaking?	Yes
	A declaration as per prescribed format may be furnished in this regard (see Annexure-I)	No
7	Bank Account Details	
8	Income Tax Return of the last financial year i.e. 2023-2024	

I have read and understood the notice issued by The Director, CSIR-NML, Jamshedpur containing the eligibility criteria and the terms and conditions. I fully accept to abide by the terms and conditions. I also understand that CSIR-NML reserves the right to accept any or reject any or all of the applications without assigning any reasons.

Name: _____

Signature _____

Designation: _____

Date: _____

Note: Applications completed in all respects in the above format may be submitted in closed envelopes super scribed as “Application for Empanelment of Chemists/Druggists for

Supply of Medicines” submitted to Medical Cell of CSIR-NML, Jamshedpur-831007 either by post or in person under acknowledgement to the Medical Cell of CSIR-NML.

Annexure – I

(To be submitted in Shop’s Letter Head only)

I,.....(Name of Proprietor), Prop. of M/s.....

.....
(Name of shop with complete address) hereby declare that my aforesaid mentioned shop has ability to deliver allopathic medicine as prescribed by the M.O., CSIR-NML, Jamshedpur and in the event of non-availability of any medicine, the same shall be provided within 24 hours from production of prescription.

Further, I,
(Name of Proprietor), Prop. of M/s.....

.....
(Name of shop with complete address) hereby also declare that my aforesaid mentioned shop has never been blacklisted by any Government Department/PSU/Autonomous Body.

Sig. of Proprietor with date and seal