

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)/2023-24/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 family members on the basis of prescription slip issued by Medical Officer(s) 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 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 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 etc.
- c) Ability to deliver allopathic medicine 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 CSIR-NML, Jamshedpur-831007 criteria will be shortlisted; selection of shops for the supply of medicines to its employees, pensioners and their family members will be solely from the shortlisted offers. The basis of selection is:

- (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 bidder may also be considered for empanelment subsequently subject to fulfilment of stipulated conditions.

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 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 from by either party by giving one calendar months' notice.

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5. RIGHT TO ACCEPT OR REJECT ANY OFFER.

The Director, CSIR-NML, Jamshedpur-831007 reserves 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 at CSIR-NML, Jamshedpur-831007 in the prescribed format by **24th April, 2023 (Monday) 10:00 A.M.** 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 **24th April, 2023 (Monday) 11:00 A.M** 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 liability to pay GST and other taxes, if any, leviable under the law would be that of the supplier. 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

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 shelf life period mentioned on the label of medicine. The remaining shelf 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 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 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 in respect of 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/PERSIONERS AND
THEIR DEPENDENT FAMILY MEMBERS OF CSIR-NML, JAMSHEDPUR.**

File No.: NML-3(9)/2023-24/Med. Cell/E-III

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 (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.2021-2022	

I have read and understood the notice issued by 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.

(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 the 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