

## TENDER DOCUMENT

### NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR P.O.:NIT, JAMSHEDPUR, ( JHARKHAND)- 831014

*(An Institution of National Importance under Ministry of HRD, Govt. of India)*



### OPEN TENDER NOTICE

Tender Notice No.: NITJSR/MED/32/EMP/S&P/205 Dated: 20/02/2020

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**EMPANELMENT OF MEDICINE SHOP FOR SUPPLY OF MEDICINES  
TO THE INSTITUTE EMPLOYEES**  
.....

**LAST DATE OF SUBMISSION OF TENDER (EIO): 16/03/2020 UP 17.30 P.M.**

**DATE OF OPENING OF TENDER: 17/03/2020 AT 11.00 A.M.**

Address for submission of Tender:

Stores & Procurement Section  
National Institute of Technology  
Jamshedpur-831014

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Telephone No. : 0657-2373629, 2374256, 2374249  
web site : [www.nitjsr.ac.in](http://www.nitjsr.ac.in) Fax No. :(91) +0657- 237324

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PREPARED BY : STORES & PROCUREMENT SECTION, NIT JAMSHEDPUR



**NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR**  
**P. O.: NIT, JAMSHEDPUR (JHARKHAND) - 831014**  
(An Institution of National importance under Ministry of HRD, Govt. of India, New Delhi)

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## **OPEN TENDER NOTICE**

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### **EMPANELMENT OF MEDICINE SHOP FOR SUPPLY OF MEDICINES TO THE INSTITUTE EMPLOYEES**

National Institute of Technology Jamshedpur invites Expression of Interest (EOI) for Empanelment of Eligible & Reputed medicine shop located in and around Jamshedpur for supply of medicines for Institute employees and their dependents on cashless basis OR on cash basis.

Empanelment of Firm for supply of medicines shall be valid for a period of one year and to be renewed yearly basis, up to three years on satisfactory performance from the date of contract as per terms & conditions specified in the tender document.

The complete Tender document along with terms & condition is available on NIT Jamshedpur web-site <http://www.nitjsr.ac.in>. The tenderers can download the tender set from the institute web site <http://www.nitjsr.ac.in>.

The sealed Tender duly super scribed "**RATE CONTRACT FOR SUPPLY OF MEDICINES**" along with advertisement Notice No. in bold letters on the top of the envelop should reach office of the undersigned on or before 16/03/2020 up to 17.30 P.M. addressed to "Stores & Procurement Section, National Institute of Technology Jamshedpur- 831014".

Received Tender will be opened on 17/03/2020 at 11:00 A.M. in the presence of the tenderers or their representatives, if they so desire, at NIT Jamshedpur.

Asstt. Registrar (S&P)  
NIT, Jamshedpur

Copy To:

1. Institute web site for hoisting.
2. Institute Notice Board for circulation.
3. Jagran News Paper for Publication.

## **INSTRUCTION TO THE BIDDER/FIRMS**

1. National Institute of Technology Jamshedpur is interested to enter into contract from reputed & valid Medicine Supplier Shops located in and around NIT Jamshedpur for the supply of **MEDICINES** to the Institute employees and their dependents on cashless basis/ on cash basis at up to the rate on MRP (Maximum Retail Price) or discounted rate as offered.
2. The application form along with other Expression of Interest (EOI) details & document can be downloaded from the Institute **website** [www.nitjsr.ac.in](http://www.nitjsr.ac.in).
3. EOI duly filled prescribed application should reach the office of the undersigned on or before Last date for submission of Tender addressed to "Stores & Procurement Section, National Institute of Technology Jamshedpur- 831014 and received tender will be opened as per schedule in the presence of the tenderers or their representatives, if they so desire, at NIT Jamshedpur.
4. The applicant should make sure before applying that the firm has the required eligibility criteria & experience for that business.
5. The application must be submitted in **prescribed application and Declaration form as Annexure I & II** with all required relevant & sporting documents. Incomplete and conditional applications will not be considered.
6. The application should be signed by an authorized signatory of the Firm(S) bearing his/ her full name and status, clearly indicated below the signature along with the official seal of the firm.
7. Application form should be submitted in one sealed envelope super scribed as '**APPLICATION FOR EMPANELMENT OF MEDICINE SHOP FOR SUPPLY OF MEDICINES**'.
8. The application is liable to be ignored if the information given on eligibility criteria is not complete.
9. Submission of an application implies that he/she has read this notice and all other contract documents and has made himself aware of the scope of the work.
10. Application may be sent preferably by Post/Courier at the aforementioned address or sent by hand delivered also so as to reach the aforementioned address on or before the said date. NIT Jamshedpur will not be responsible for delay or loss in transit if sent by post. No representation in this regard shall be entertained by this Institute.

## TERMS AND CONDITIONS

1. The firms/bidders are advised to go through the tender documents and understand the terms and conditions specified therein before submitting the tender application.
2. Only Chemists/Dealers holding a valid Drug/Medicine sale license are eligible to participate in the tender for supply of medicines to institute employees their dependents.
3. Selected/qualified Supplier Firms has to supply the medicines for Institute employees and their dependents on cashless basis.
4. Institute employees and their dependents will produce singed requisition receipt.
5. Printed and pre-numbered requisition receipt duly filled in and signed by the authorized Institute Medical officer will be issued for the supply of Medicine.
6. Supply will have to be made ex-shop directly to the requisition receipt bearer. The medicines should only be supplied against the authorized signed requisition.
7. The specimen signature of the authorized Officer shall be sent to you in advance.
8. The supply of medicine shall be made on Maximum Retail Price (MRP) basis of respective medicine or the discount if any offered.
9. Discount will be applicable for Branded Medicines and Generic Medicines separately on only labeled MRP.
10. **Prospective Firms will be given preference, if any discount is offered by the firm for supply of Medicine.**
11. No other charges will be admissible, if any.
12. A consolidated bill against supplied Medicines in duplicate on each fortnightly along with the issued requisition will be submitted by the firm.
13. Payment will be made in shape of cheque/NEFT/RTGS in the favour of respective firm within 15 days from the date of receipt of the bill.
14. Supply of Medicine should not be stopped, if the payment of any bill is get delayed for some time (up to one to three weeks) due to unavoidable circumstances.
15. Instead of cashless basis, Selected firms has to supply the medicine to Institute employees on payment basis directly on submission of NIT Institute Medical Book duly medicine prescribed by Doctor on(MRP) of respective medicine or the discount if any offered.
16. The supply of Medicine may be made on all days in a week, as per the timing of Shop.

17. Firm has to assure to supply only prescribed medicine. Firm cannot deliver change/ alternate medicine without written consent of authorized Medical Officer.
18. The selected firm cannot assign or sublet the supply or any part or it to any other firm in any form.
19. In case of non-supply of medicines on the same day for more than 5 times, or short supply/poor quality supply/late supply to the Employees, the contract can be liable to be considered for cancellation.
20. It will be is expected from prospective firms to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier.
21. At any given point of time, if any of the documents furnished by the Firms/ suppliers is found to be false, it would be deemed to be a breach of terms of contract making the firm concerned liable for legal action besides termination of empanelment.
22. Empanelment of medicine shop for supply of medicines shall be valid for a period of one year and to be renewed yearly basis, up to three years on satisfactory performance from the date of contract as per terms & conditions specified in the tender document.
23. The contract can be terminated at any time without assigning any reason, whatsoever, even before the expiry of the contract period.
24. The Director National Institute of Technology Jamshedpur reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
25. All disputes in this connection shall be settled in Saraikela (Jharkhand) jurisdiction only.

**APPLICATION FORM  
EMPANELMENT OF MEDICINE SHOP FOR SUPPLY OF MEDICINES  
TO THE INSTITUTE EMPLOYEES**

| Sl. No. | Requisite Information   | Firms Response   |
|---------|---|--|
| 1.      | Name of The Firm  | M/s.....   |
| 2.      | Registered Address of the Firm  | .....<br>.....   |
|         | Pin code  |  |
|         | Telephone /Mobile No.   |  |
|         | Email ID  |  |
| 3.      | Constitution of the Firm :<br>1. Proprietorship<br>2. Partnership<br>3. Private Limited<br>4. Other, please specify |  |
| 4.      | Name of Proprietor/<br>Partners   |  |
| 5.      | Valid Drug/Medicine Sale<br>license No. & Validity Date.  |  |
| 6.      | Valid Trade License No.   |  |
| 7.      | GST No.   |  |
| 8.      | Name of Contract Person/<br>Repetitive of Firm :<br>Mobile No.  | .....<br>.....   |
| 9.      | Details of Bank :   | Name of Bank: _____<br>Account No. : _____<br>Account Holder _____<br>IFSC Code : _____<br>MICR Code : _____ |

|     |  |  |
|-----|--|--|
| 10. | Agreed to supply the medicine on the rate of Maximum retail Price (MRP) or discounted rate as offered. |  |
| 11. | <b>Rate of Discount offered</b> for Branded and Generic Medicines separately in percentage on MRP      | Offered Discount on Branded Medicines: ..... %<br>Offered Discount on Generic Medicines: ..... % |
| 12. | Payment Terms agreed as Specified.   |  |

This is to certify that all the information stated above is true and correct to the best of my/our knowledge. I/We understand and accept the terms and conditions and further accept that if there is any suppression, fabrication and misstatement of facts in any form, will at once result in cancellation of my application for empanelment and that NIT Jamshedpur reserves its rights to take such action as it may deem fit in such an eventuality.

(Signature of the authorized Signatory of Tendering Firm)

Date: ..... Name of signatory: .....

Place: ..... Designation/Position in Firm: .....

Office Seal:

Note:

Please submit documentary proof in support of the data.

**CONTRACT DECLARATION FOR EMPANELMENT**

(Note: Declaration should provide on printed letter head of the Bidder indicating thereon Sales Tax Registration, FAX, Email, Telephone numbers, etc.)

To,

Registrar  
National Institute of Technology  
Jamshedpur - **831014**

Sub: CONTRACT DECLARATION FOR EMPANELMENT OF MEDICINE SHOP FOR SUPPLY OF  
MEDICINES TO THE INSTITUTE EMPLOYEES

Sir,

I,.....(Proprietor/Partner) of  
M/s.....(Name of Firm) having examined the details  
of Tender document, I / We hereby submit the prequalification documents and other  
relevant information for Registration/Empanelment of our Firm.

Having examined the details of Tender document, I / We hereby submit the prequalification  
documents and other relevant information.

I/We here by certify that all the statements made and information supplied in the  
statements are true and correct to the best of my knowledge. I understand that if any  
information found incorrect, the application is liable to be cancelled.

I / We also hereby declare that all matters related to National Institute of Technology  
Jamshedpur shall be treated as confidential and no information shall be passed on to any  
unauthorized person without written permission of the Competent Authority.

Mr. .... whose signatures are appearing below, is the  
authorized representative(s) of the firm.

I / We also undertake the responsibility to communicate all subsequent changes in the  
constitution or working of firm, affecting the accuracy of the facts, stated above.

I / We assure that if empanelled, the firm will serve the Institute for a minimum period of  
one year.

I/We have furnished all information and details as necessary for Registration /Empanelment  
and have no further pertinent information to supply.

I/We certify that my firm is not **blacklisted / banned** from business by any organization.

I/We hereby accept the rules and procedures of the Institute for Registration /Empanelment  
of Supplier/Vender and agree that the Institute has the right to accept or reject any  
application without assigning a reason thereto.

I/we have not tampered/modified the application forms in any manner. In case, if the same  
is found to be tampered/modified, I/we understand that my/our application will be  
summarily rejected. I/we am/are liable to be banned from doing business with National  
Institute of Technology, Jamshedpur and /or prosecuted.

Date:

Place: (Signature of authorized Person)

Office Seal :

Name of Signatory: \_\_\_\_\_

Designation : \_\_\_\_\_

Signature & Contact No. of the representative of the firm: .....

Name of representative: .....