

INDIAN INSTITUTE OF TECHNOLOGY DELHI
HAUZ KHAS, NEW DELHI-110016

No.IITD/Estate/2012/

Date: 14.11.2012

NOTICE INVITING QUOTATION

Subject:- Notice of Quotation for ‘Running of Chemist Shop at Mini Shopping Center behind Zanskar Hostel in West Campus at IIT Delhi.

Chairman PFC, IIT Delhi, invites sealed quotations from reputed firms/chemists dealing in supply medicines for setting up chemist shop at IIT Delhi. Details of the chemist shop for which licence is to be issued are given in the Technical bid document (Part – I).

The application/ request for issue of NIQ shall be received between **10:00 AM to 4:30 PM from 16.11.2012 (Friday) to 30.11.2012 (Friday)** in the Estate Office, Room No. MZ 125, IIT Delhi, Hauz Khas, New Delhi-110016 against payment of **Rs. 500/- (non refundable)** in form of DD/Bankers cheque of scheduled bank drawn in favor of Registrar, IIT Delhi or in Cash to be submitted in SBI or Canara Bank situated at IITD (cash deposit slip can be obtained from Estate office, (Room No. MZ 125). The NIQ documents shall be issued to the applicants on the same day of the application/ request.

Duly filled in quotations will be received upto **3.00 PM on 3.12.2012(Monday)** in the Estate Office, Room No. MZ 125, IIT Delhi, Hauz Khas, New Delhi-110016 and Technical bids shall be opened on the same day at **3.30 PM** by PFC.

Quotations should be submitted in two separate sealed envelopes:-

1. The ‘**Envelope-I**’ shall contain Technical bid (Part-I) & Earnest Money of Rs. 10,000/- (Rs. Ten Thousand only) in the form of Banker’s cheque or Demand draft or fixed deposit receipt of a schedule bank drawn in favour of Registrar IIT Delhi.
2. The ‘**Envelope-II**’ shall contain financial bid (Part-II). The financial bid of only those firms shall be opened who shall qualify in the Technical bid.

These two Envelopes shall be placed in a bigger envelope and shall be superscribed as “Quotation for ‘Running of Chemist Shop at Mini Shopping Center behind Zanskar Hostel in West Campus at IIT Delhi”.

IIT Delhi reserves the right to reject any or all the quotation without assigning any reason. The conditional quotations will be summarily rejected.

The detail of NIQ can be seen at the IITD website www.iitd.ac.in

-sd-
Chairman PFC

TO ALL NOTICE BOARDS OF IIT DELHI

Copy to:

1. Dy. Director (operations)
2. Dean of Students
3. PS to Director
4. Head, CSC - For publishing the Quotation at website of IITD.
5. AEE(Estate) SS - To arrange for publishing the Quotation Notice in two leading Newspapers.

TECHNICAL BID DOCUMENT (PART – I)

(TO BE SUBMITTED IN SAPERATE SEALED ENVELOPE
ALONGWITH EARNEST MONEY)

**Quotation for 'Running of Chemist Shop at Mini Shopping Center
behind Zanskar Hostel in West Campus at IIT Delhi**

Issued to M/s.....

QUOTATION NOTICE FOR CHEMIST SHOP IN IIT DELHI CAMPUS

Chairman PFC, IIT Delhi, invites sealed quotations from reputed firms/chemists dealing in supply medicines for setting up chemist shop at IIT Delhi for supplying medicines to IIT Delhi beneficiaries against supply order issued by Medical Officers, IIT Hospital.

The applicant chemists must fulfill the following eligibility criteria:-

- i) The Chemist must be in possession of valid drug License, on the last date of receipt of quotation, as per Drugs & Cosmetics Act, 1940, as amended from time to time and Rules made there under (for existing establishments) and must be registered pharmacy in accordance with pharmacy Act. 1948.
- ii) The vendor must have Trade Tax/VAT/Sales Tax registration number and TAN/PAN number.
- iii) The annual turnover of the firm in last three years ending 31.3.2012 shall not be less than Rs.25, 00,000/- (Rs. Twenty Five Lakhs). Attested copies of Balance Sheet duly certified by a registered Chartered Accountant must be submitted in support.
- iv) The Chemist must have the work experience in running of retail pharmacies in Delhi/NCR for at least past **3 (Three) years**. Duly attested copies of valid licence held by the chemist issued by the Drug Control Authority of the State under the provision of Drug Control Authority of the State under the provision of Drugs & Cosmetics Act.1940, as amended from time to time and Rules made there under (for existing establishments) must be attached with the offer. In addition, the TIN and Sales Tax/VAT Registration Certificate **and** copy of PAN card should also be submitted with quotation.
- v) The quotation must be valid for 90 (ninety) days from the date of submission of quotation.

TERMS & CONDITIONS

1. The conditional quotations will be summarily rejected.
2. The Licencee shall give to the IIT Delhi the Licencee fee as and when bill is raised by the Estate Section. **The size of the shop is 12.73 Sq. M (137 square feet) and the present licence fee is Rs. 167/- per sq. m. per month. The Licence fee shall be revised as and when it is revised/ notified by Directorate of Estate.**
3. The applicants are advised to see the shop/space available at site in their own interest
4. All other necessary Licenses/ permissions required from concerned departments, required for running of chemist shop, shall be obtained by the Licencee within one month of issue of allotment letter.
5. Licensee should retain the title of the shop for which he has submitted the bid.

6. The Licencee shall apply to the Drug Controller, fulfilling all requirements of Drug controller authority, and obtain permission to run the Medical / Chemist shop in the campus. All these necessary permissions required from concerned department shall be obtained by Licencee within 30 day of issue of allotment letter.
7. The Licencee will have to sign licence deed in the standard format and must abide by all other terms and conditions which are imposed by IIT Delhi time to time.
8. The Allotment on license fee basis will be given initially for a period of 3 years, with the provision of annual renewal upto 5 years with enhancement in license fee as and when increased by the Directorate of Estates (Ministry of Urban Development) subject to the fulfillment of the Allotment / Licence deed Conditions and review of performance by duly authorized committee of IITD. If the Licencee intends to renew the Licence for the next year they will have to apply in writing to the IITD for such renewal well before the expiry of the subsisting licence deed. Failing to do so this licence deed shall stand lapsed/ deemed to be cancelled automatically and Licencee shall be treated as unauthorized occupant and shall be evicted forthwith from the premises, besides being liable for unauthorized use and occupation charges. Such application for renewal shall be considered only if all previous dues are cleared by licence deed.
9. The Licencee shall deposit with the IIT Delhi a sum **Rs.1,00,000/- (Rs one lakh)** in the form of a Bank Guarantee furnished by a scheduled/ nationalized Bank within 30 days of execution of the licence deed or before opening of Chemist Shop. The said performance bank guarantee shall be valid for a period of 03 years plus 02 months from the date of execution of the licence deed.
10. If the Licence fee or any other part thereof shall at any time be in arrears or remains unpaid after the due date or if Licencee at any time fails or neglects to perform or observe any of the terms and conditions herein contained and on its part to be observed and performed then in that event the IITD may without prejudice to its general right of revocation of the licence deed, determine the licence deed and re-enter the premises in question or any other part thereof. Licencee shall upon such determination peacefully give up possession of the premises in question without any right to compensation whatsoever, without prejudice to any right to action or remedy of the IITD in respect of any breach of terms and condition and covenants on the part of Licencee.
11. In case the Licence fee or any other dues like electricity / water etc. is paid after expiry of the date printed on bill additional penalty will be charged in next bill along with normal due charges as per following table.

Range of Pending Amount (Rs.)	Amount of Penalty
1-5000	Rs.500.00 per month or @18 % per annum of amount whichever is higher
5001-10000	Rs.1000.00 per month or @ 18 % per annum of amount whichever is higher
10001-20000	Rs.2000.00 per month or @ 18 % per annum of amount whichever is higher

12. The Licensee shall apply to BSES for electric connection. In case where BSES connection is not feasible in that area of the campus, IITD will provide connection at one point and same shall be chargeable on actual consumption and on prevailing commercial rates. Similarly water connection shall be provided by IITD and Licensee shall have to pay on actual consumption on prevailing commercial rates for water charges.
13. The Licencee for the chemist shop may be terminated by either side by giving a three months notice. Upon expiry of the license period or termination of the License, the Licencee shall clear all the dues of the IIT Delhi and close its business. Licencee will have no right to carry on business at the premises. The Licencee will forthwith remove its goods/furniture etc. and the IIT Delhi shall have the undisputed right to make use of the premises in the manner and discretion of the IIT Delhi. In case the Licencee does not remove its articles and goods, the same shall be removed by the IIT Delhi at the risk and cost of the Licencee and the Licencee shall have no claim whatsoever on this account against the IIT Delhi. In addition, the Licencee shall be treated to be trespasser and shall be under the liability to pay damages for such period of the License fee.
14. The Licencee shall stock drugs and medicines that are prescribed by the Doctors of IIT Delhi through supply order. In case the same is not available in the shop, the same must be issued to beneficiary within 24 hours.
15. The Licencee will not permit the use of the shop premises for any of other purpose other than the purpose of this License or in any other way whatsoever. The Licencee shall not sublet the premises of the shop to any individual/party/organization/company.
16. The IIT Delhi may at any time at their discretion call upon the Licencee to remove its goods from the premises and give it an alternative space. If any fresh licence deed is not executed for any reason, whatsoever, thirty (30) days prior to the expiry of the initial period of three year, it will be presumed that the licence deed has not been renewed and the use of the premises by the Licencee after such date shall be considered as unauthorized.
17. Licencee shall maintain adequate storage facility in relation to proper stocking of medicines, provision of cold storage and maintenance of cold chain as prescribed by the manufacturer for such drugs.
18. In case, it is found that any particular medicines has expired or is spurious, the licencee will be black-listed, and face legal action as deemed fit by IIT Delhi.
19. The Licencee shall required to adopt fair business practices by exhibiting the MRP and discounted amount in the bills and use computer software for daily sale record of supply orders and provide the record to IIT Delhi Hospital at the end of every week.
20. The Licencee shall keep the shop open on week days from 9.00 AM to 9.00 PM and on holidays (excluding National Holidays) from 9:00AM to 1:00 PM for the benefit of patients/ beneficiaries of IIT Delhi.

- 21. The Licencee shall ensure that the medicines dispensed are as per the prescription/ supply order of the Doctor and are not refused or substituted. The prescribed medicine is not available the Licencee will arrange to made the same available within 24 hrs. In case the medicine is not available in the market, the chemist shall intimate to the prescribing Doctor and only the doctor shall substitute the medicine.
- 22. After going through above terms and conditions, the chemist/applicant must mention the discounts on MRP on all medicines and other medical items in terms of percentage of rate which they shall be offering as given in the financial bid. (to be submitted in a separate sealed envelope)

Signature of duly Authorised Signatory,

M/s -----

PERFORMA OF DETAILS TO BE FURNISHED BY APPLICANT

Subject: - Quotation for 'Running of Chemist Shop at Mini Shopping Center behind Zanskar Hostel in West Campus at IIT Delhi

Details of **Earnest Money** : Amount **Rs.10, 000/- (Rs Ten thousand only)**

Bank Draft/Banker's Cheque No. _____

Issuing Bank Branch _____

(Please attach the Bank draft/Banker's Cheque alongwith Technical Bid)

1. Name of the Applicant: (IN BLOCK LETTERS) _____

2. Father's Name (In case of an Individual and Proprietor's name in the case of a firm/company) _____

3. Complete address of the applicant & Tel. No.: (Office) _____
(Residence) _____
(Mobile) _____

4. Permanent Residential Address & Tel. No., if any. _____

5. Relevant experience (Give details and attach documents for proof) (Separate sheet for experience can be attached)

6. Are you running another shop/ business elsewhere? If yes, please give details. _____

8. Turnover in last three financial yrs. ending dt.31/03/2012. (Attach necessary documents duly verified by qualified chartered accountant for proof). _____

9. Name of your Banker. Please attach certificate of your financial soundness from your banker's and with your Bank Account No. _____

10. VAT/ TIN No. _____

I/We have gone through the contents of the application form carefully. The information supplied by me/us is true to the best of my knowledge and belief and nothing has been concealed there from. I further confirm that:

Signature of duly Authorised Signatory

FINENCIAL BID DOCUMENT (PART –II)

(TO BE SUBMITTED IN SAPERATE SEALED ENVELOPE)

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behind Zanskar Hostel in West Campus at IIT Delhi**

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Subject: - Quotation for 'Running of Chemist Shop at Mini Shopping Center behind Zanskar Hostel in West Campus at IIT Delhi

S No.	Description	Discount in Percents
1.	I/We offer Discounts on MRP on all medicines and other medical items in terms of percentage of rate (discounts to be mentioned in figure as well as in words)	_____ %

I/We agree to pay Licence fee as mentioned and water/ electricity charges as per prevailing commercial rates decided by local bodies/ IIT authorities and all terms and conditions of the QUOTATION.

Signature of duly Authorised Signatory

Note :-

1. The Institute reserves right to reject or select any QUOTATION/application without assigning any reason.