

Notice Inviting Quotation (E-Procurement mode)

INDIAN INSTITUTE OF TECHNOLOGY DELHI

HAUZ KHAS, NEW DELHI-110016

Dated:08/11/2019

Open Tender Notice No.IITD/HOSP(SP-2267)/2019

Indian Institute of Technology Delhi is in the process of inviting bids as per the details given below.

Details of the item	OUTSOURCING OF PHARMACY AT IIT DELHI HOSPITAL
Earnest Money Deposit to be submitted	Rs.10.00 Lakh (Rupees Ten Lakh only)

On behalf of the Indian Institute of Technology, Delhi, Tenders are invited for the “Outsourcing of Pharmacy at IIT Delhi Hospital”, from the reputed firms confirming to the specifications enclosed in this document

Bid Documents may be downloaded from Central Public Procurement Portal

<http://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at ‘Instructions for online Bid Submission ‘.

Bidders can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type ‘IIT’. Thereafter, Click on “GO” button to view all IIT Delhi tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <http://eprocure.gov.in/eprocure/app> as per the schedule given in the next page.

No manual bids will be accepted. All quotation (both Technical and Financial) should be submitted in the E-procurement portals.

SCHEDULE

Name of Organization	Indian Institute of Technology Delhi
Tender Type (Open/limited/EOI/Auction/Single)	OPEN
Tender Category (Service/Goods/Works)	Goods/Services
Type/Form of Contract (work/Supply/Auction/Service/Buy/Empanelment/Sell)	Rate Contract
Product Category (Civil Works/Electrical Works/fleet Management/Computer Systems)	Outsourcing of Hospital Pharmacy
Source of fund (Institute/Project)	IIT Delhi
Is multi Currency Allowed	INR only.
Date of issue/Publishing	08/11/2019 (17:30 Hrs)
Document Download/Sale Start Date	08/11/2019 (17:30 Hrs)
Document Download/Sale End Date	06/12/2019 (15:00 Hrs)
Date for Pre-Bid Conference	18/11/2019 (15:00 Hrs)
Venue for Pre-Bid Conference	Senate Room, First Floor, Main Building, IIT Delhi, New Delhi-16
Last Date and Time for uploading of Bids	06/12/2019 (15:00 Hrs)
Date and Time of Opening of Technical Bid	09/12/2019 (15:00 Hrs)
EMD	Rs 10.00 Lakh (Rupees Ten Lakh) (To be paid through RTGS/NEFT. IIT Delhi Bank details are as under: Name of the Bank A/C : IITD Revenue Account SBI A/C No. : 10773572622 Name of the Bank : State Bank of India, IIT Delhi, Hauz Khas, New Delhi-110016 IFSC Code : SBIN0001077 MICR Code : 110002156 Swift No. : SBININBB547 (This is mandatory that UTR Number is provided in the on-line quotation/bid. (Kindly refer to the UTR Column of the Declaration Sheet at Annexure-II)
No. of cover (1/2/3/4)	2
Bid Validity day (180/120/90/60/30)	120 days
Address for communication	Deputy Registrar (Health), Health Unit, IIT Delhi, Hauz Khas, New Delhi-110016
Contact No.	011-26591739, 26597169, 26591701
E-mail Address	arhealth@admin.iitd.c.in vagarwal@itmec.iitd.ac.in

Chairman Purchase Committee, (Buyer Member)

Instructions for Online Bid Submission:

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL: http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information for submitting online bids on the CPP Portal may be obtained at:

<http://eprocure.gov.in/eprocure/app>

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL: http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their userID / password and the password of the DSC / eToken.

SEARCHING FOR BID DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and

content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay in submission of the bids due to any reason.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "on-line" to pay the tender fee / EMD as applicable and enter details of the instrument. Whenever, EMD / Tender fees is sought, bidders need to pay the tender fee and EMD separately on-line through RTGS (Refer to Schedule).
- 4) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the prescribed format.
- 5) Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected. Only bids in the format provided and no other format is acceptable.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

General Instructions to the Bidders

- 1) The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app> . In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
- 2) Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link “Information about DSC”.
- 3) Tenderer are advised to follow the instructions provided in the ‘Instructions to the Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>.

NOTICE INVITING QUOTATIONS

Dated: 08/11/2019

Subject: **OUTSOURCING OF PHARMACY AT the INDIAN INSTITUTE OF TECHNOLOGY DELHI (IIT DELHI) HOSPITAL.**

Invitation for Bids

Indian Institute of Technology Delhi invites online Bids (Technical bid and Price bid) from eligible, qualified, registered and experienced Pharmacies **for setting up of an Outsourcing Pharmacy at the Indian Institute of Technology Delhi Hospital as per the** terms & conditions specified in the bid document, which is available on CPP Portal <http://eprocure.gov.in/eprocure/app>

A complete set of bid documents may be downloaded by prospective bidder free of cost from the website <http://eprocure.gov.in/eprocure/app>.

GENERAL TERMS AND CONDITIONS

A	Searching for Tender Documents	:	<p>I. There are various search options built in the CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organisation name, location, date, value, etc. There is also an option of advanced search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.</p> <p>II. Once the bidders have selected the tenders they are interested in they may download the required documents/tender schedules. These tenders can be moved to the respective “My Tender” folder. This would enable the CPP Portal to intimate the bidders through SMS/email in case there is any corrigendum issued to the tender document.</p> <p>III. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.</p>
B	Preparation of Bids	:	<p>I. Bidder should take into account any corrigendum published on the tender document before submitting their bids.</p> <p>II. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted. Any deviations from these may lead to rejection of the bid.</p> <p>III. Bidder in advance should prepare the bid documents to be submitted as indicated in the tender document/schedule and generally shall be in PDF formats as the case may be Bid documents may be scanned with 100dpi with colour option.</p> <p>IV. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GSTIN Details, annual reports, auditors certificates etc.) has been provided to the bidders. Bidders can use “My Documents” are available to them to upload such documents. These documents may be directly submitted from the “My documents” area while submitting a bid and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.</p>
C	Submission of bids	:	<p>I. Bidder should log into the site well in advance for bid submission so that he /she upload the bid in time i.e. on or before the bid submission date and time. Bidder will be responsible for any delay due to other issues.</p> <p>II. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.</p> <p>III. A standard BOQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and not other format is acceptable. Bidders are required to download the BOQ file, open it and</p>
D	Assistance to Bidders	:	<p>I. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the</p>

			<p>Tender Inviting for a tender or the relevant contact person indicated in the tender.</p> <p>II. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24 X7 CPP Portal Helpdesk. The contact number for the helpdesk is {0120-4200462, 0120-4001002, 0120-4001005}</p>
E	General Instructions to the Bidders	:	<p>I. The Tenders will be received online through portal https://etenders.gov.in/eprocure/app. In the Technical Bids, the bidders are required to upload all the documents in pdf format.</p> <p>II. Possession of a valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through https://etenders.gov.in/eprocure/app</p> <p>III. Digital signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site https://etenders.gov.in/eprocure/app under the "Information about DSC".</p>
	Opening of the tender	:	<p>The online bid will be opened by a committee duly constituted for this purpose. Online bids (complete in all respect) received along with EMD will be opened as mentioned in the Schedule of the tender document. Bid received without EMD will be rejected straight way. The technical bid will be opened online first and it will be examined by a technical committee (as per the eligibility criteria (Annexure-D), specification and requirement). The financial offer/bid will be opened only for the offer/bid which technically meets all requirements as per the specification.</p>
G	Marking on Technical Bid	:	<p>I. EMD for Rs 10,00,000/- (Rs Ten lakh only) has to be paid by online.</p> <p>II. Performance guarantee of Rs.25 lakhs (Rs twenty five lakh only) has to be submitted by way of DD/bank guarantee by the successful bidder only.</p> <p>III. The EMD will be returned to unsuccessful tenderer only after the tenders are finalized. In case of successful tenderer, it will be retained till the period of contract of the pharmacy.</p>
H	Marking on Price Bid	:	<p>I. Price bid should be submitted in the prescribed Performa as per BOQ in pdf format through e-tender only. No manual submission of bid will be entertained.</p> <p>II. Price bid should indicate percentage of discount proposed to be offered for pharmaceutical and surgical item by the tenderer on the MRP rate.</p> <p>III. The minimum desired percentage of discount for pharmaceutical item is 20% on MRP and 40% on branded surgical items . The vendor may offer the most competitive percentage of discount for pharmaceutical item and surgical item on MRP.</p>
1	Preparation of the Bid:		
	<p>(a) The bidder should quote as per the specification requirements by mentioning the bid specification and the offer side by side and the rate should be in total as per the requirements. The offer/bids should be submitted through online only in two part bid system i.e. Technical and Commercial. Bid of only those who satisfy the technical criterion and Vendor Eligibility Criteria (Annexure-D) shall be evaluated.</p>		

2	<p>Signing of the Bid:</p> <p>The bid is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the schedule to the Tender are not fully filled in or not duly signed/authenticated. Specific attention is drawn to the terms and conditions enclosed herewith. Each page of the technical bid required to be signed and bears the official seal of the tenderers. If the application is made by a firm in partnership, it shall be signed (with seal) by all the partners of the firm above their full typewritten names and current addresses or alternatively by a partner holding power of attorney for the firm in which case a certified copy of the power of attorney shall accompany the application. A certified copy of the partnership deed along with current addresses of all the partners of the firm shall also accompany the application.</p> <p>If a limited company or a corporation make application, it shall be signed by a duly authorized person holding power of attorney for signing the application, in which case a certified copy of the power of attorney shall accompany the application. Such limited company or corporation may be required to furnish satisfactory evidence of its existence. The applicant shall also furnish a copy of the Memorandum of Articles of association duly attested by a Public notary.</p>
3	<p>Period for which the offer will remain open:</p> <ol style="list-style-type: none"> I. Firms should offer the bid validity for 120 days from the date of opening of the bids. However, if the last day of validity of the offer is a holiday for the Indian Institute of Technology, Delhi, the offer shall remain valid for acceptance till the next working day. II. Quotations qualified by such vague and indefinite expressions such as subject to immediate acceptance, 'subject to prior sale' will not be considered.
4	<p>Terms and conditions:</p> <p>Failure to comply with any of the instructions stated in this document of offering unsatisfactory explanations for non-compliance will lead to rejection of offers.</p>
5	<p>Right of Acceptance:</p> <p>IIT Delhi reserves the right to reject the whole or any part of the bid without assigning any reason or to accept them in part or full.</p>
6	<p>Communication of contract:</p> <p>Acceptance of IIT Delhi will be communicated by post, if required, and the successful bidder's acceptance communicated to IIT Delhi formally in writing.</p>
7	<p>In terms of Rule 173 (IV) of General Financial Rules, 2017 the bidder shall be at liberty to question the bidding conditions, bidding process and / or rejection of its bid.</p>
8	<p>Conditions of contract:</p> <p>Tenderer should quote on the basis of the conditions referred to in Para of the invitation to tender and tender papers. In case these terms and conditions are not acceptable to the tenderer, he should specifically state the deviation(s) there from in the body of the tender.</p>
9	<p>Tenderer shall submit along with his Tender: Name and full address of the Banker and their swift code and PAN No. and GSTIN number.</p>
10	<p>Jurisdiction:</p> <p>All disputes or difference whatsoever arriving between parties out of or relating to means and operation of this contract or the breach there off shall be settled by Arbitrator.</p> <p>All questions, disputes, or differences arising under, out of or in connection with the contract, if concluded, shall be subject to the exclusive jurisdiction at the place from which acceptance of Tender is issued.</p>
11	<p>Force Majeure: The Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of force Majeure.</p> <ul style="list-style-type: none"> • For purpose of this Clause, "Force Majeure" means an event beyond the control of the supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to acts of the purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

	<ul style="list-style-type: none"> If a Force Majeure situation arises, the supplier shall promptly notify the purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contracts as far as is reasonably. Practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
12	Physical visit of the site: The bidders are free to visit the provisions of the pharmacy outlet at the Institute Hospital and physically verify the premises during the working hours of the hospital with the prior permission of the Head, Hospital Services.
13	IITD may without prejudice to any other remedy for breach of contract by written notice of default sent to the bidder terminate the contract in whole or part: <ul style="list-style-type: none"> a) If the bidder fails to provide any or all of the services within the period(s) specified in the contract. b) If the bidder fails to perform any other obligation(s) under the contract. c) if the bidder has engaged corrupt or fraudulent or unethical practices in competing for or in executing the contract.
14	The contract shall be awarded initially for a period of three years; subject to satisfactory performance and renewal on yearly basis
15	Depending upon the need, requirement and specific circumstances, the Institute may prescribe, with prior consent of the other party / operator of the pharmacy, certain other conditions not specifically mentioned in this document. These conditions shall carry the same weightage as attached to all other conditions of the contract.
16	The Licensee / Operator of the Pharmacy shall notify the Institute of any material change in their ownership status and their shareholdings etc where such change would have an impact on the performance or obligation under this contract.

ACKNOWLEDGEMENT

It is hereby acknowledged that I/we have gone through all the points listed under the “Scope of work” (Annexure-B) and “Terms and Conditions” (Annexure-A) of the tender document. I/We totally understand the scope of work, Terms and conditions and agree to execute the tender as per the scope of work and to abide by the Terms and Conditions.

**Signature of the Authorized signatory along with
seal of the company with date**

SCOPE OF WORK

IIT Delhi runs a hospital to provide medical facilities to students, employees (existing & retired) and the dependents of the employees (existing & retired).

1. The successful bidder must establish a full-fledged pharmacy at the Institute Hospital and stock all required branded drugs as per drug control act.
2. The Outsourced Pharmacy shall be established and operated in the space provided in the IIT Delhi Hospital.
3. IITD will provide required space to establish the distribution counters and the storage space. The operator of the outsourced pharmacy shall pay the license fee for the space as per the rates prevailing from time to time. The electricity charges shall be payable on actual consumption basis at the prevailing tariff. The operator will **also** be responsible for the maintenance, repair and /or replacement of all fittings and fixtures at its own cost. At the end of the contract, the space shall be handed over in the same condition in which it was given to the operator of the pharmacy.
4. The successful bidder shall obtain required drug license including Narcotic drugs, GST registration etc. to run the pharmacy.
5. Pharmacy working hours shall be as follows:

Monday to Friday: 8 am to 8 pm

Saturday: 9 am to 5 pm

Sunday and other holidays: 9 am to 2 pm

6. Successful bidder shall employ adequate, authorized and registered pharmacist (M.Pharma/B.Pharma) to issue drugs at any time and need to have good training in customer relationship. At least two pharmacists should be deployed at the two counters to issue the medicines at any time and one competent person (Manager) for billing *in each shift*. The degree of the pharmacists must be recognized by Pharmacy Council of India, and be displayed at the dispensing counter. The payment of salary, bonus etc to the deployed staff shall be borne by the licensee / operator of the pharmacy. In addition, a copy of the certificates of the staff must be submitted to AR (Health), IIT Delhi.
7. The operator of the pharmacy shall stock all medicines as recommended by the IITD hospital doctors and the visiting specialists. Furthermore, the acceptable inventory of medicines supplied will only be from a set of reputed drug manufacturing companies/manufacturers. A tentative list of such companies is provided as Annexure-C. In all other cases the operator shall seek approval of the Head, Hospital Services to accept the offered brands for medicines. **The medicines shall be procured ONLY from the authorised distributors of the drug company and the operator shall submit copies of such challans to IITD.**
8. The operator of the outsourced pharmacy, during the course of functioning, shall evolve a system to study the consumption of various drugs and their stock position. The consumption pattern of the drugs shall be submitted to the Head, Hospital Services every month.
9. No cash sales of any item / medicine shall be allowed from the IITD pharmacy. Any item which is non reimbursable, although recommended by the doctors and not available in the pharmacy shall be procured by

the beneficiary from other sources as per rules applicable in this regard. **No outsider shall be entertained at the Institute pharmacy.**

10. The bidder should quote uniform discount on Maximum Retail Price (MRP) printed on Strip/Bottle/Unit packed, in percentage term in respect of all drugs and medicines, for stocking and dispensing to the beneficiaries under the contract. The discount rate quoted shall be on Maximum Retail Price (Inclusive of all applicable taxes) and shall remain valid for the entire duration of the contract/extension of contract.
11. The operator shall only provide paper covers for the supply of medicine and no polyethylene/plastic covers are permitted for this purpose
12. The Institute Hospital reserves the right to procure stock to issue certain drugs or materials directly from the vendors in certain cases, if the situation so warrants.
13. No unauthorized person shall be allowed inside the pharmacy. A list of pharmacist and other working in the pharmacy must be submitted with their details including their passport size photo, educational qualification, pharmacy council registration, experience, address, contact mobile/phone no., and ID card etc. to Head, Hospital Services for necessary permission and security pass. All those working in the pharmacy shall maintain the code of conduct and disciplined behaviour required by the IITD. Any violation will lead to necessary action and cancellation of their IIT security pass.
14. The representative of the outsourced pharmacy will, as and when required, attend the meeting fixed by the Institute authorities.
15. The Outsourced Pharmacy shall produce Registration Certificate of the qualified person (Pharmacist) engaged in dispensing of the medicines/drugs and comply with the standards of Drugs and Cosmetics Act 1940 and Rules 1945.
16. The Manager should take up the responsibility of supervising the functioning staff, their activities and behaviour towards the clients.
17. The Outsourced pharmacy shall not stop the supply of the medicines/drugs without giving three month notice to IITD **and the medicines shall be issued upto the last date of the contract.**
18. The medicines/drugs to be stocked/dispensed should have atleast 75% of their shelf life or the expiry date. It means if a particular medicine has two year life before the expiry date, the remaining time to the expiry date should atleast be 18 months.
19. All medicines issued at the pharmacy shall be stamped NOT FOR SALE / IITD HOSPITAL SUPPLY.
20. If any medicine prescribed by the doctor is not available, the pharmacy shall try to procure as soon as possible or latest by the next day morning.
21. The successful bidder must agree to share their database (including code) for stock entry, distribution, issue slips and billing of the pharmacy for integration of the same with the ERP system of IIT Delhi. This exercise shall be carried out under the supervision of IITD's ACSS section personnel. The operator's personnel deputed at this pharmacy shall be given adequate training for this purpose.
22. The operator shall submit weekly bills to the Head, Hospital Services and the payment shall be released within 15 working days if no deficiency is noticed in the bill.

23. The pharmacy shall operate in the best interest of the beneficiaries and follow good industry practices in this regard. The operator shall run the pharmacy itself and shall not sub contract or sublet to any other agency.
24. The Licensee / Operator of the outsourced pharmacy shall be responsible for all commissions and omissions in running the pharmacy and will be responsible for all legal consequences that may arise during the running of the pharmacy. The Institute shall not be held responsible for the outcome off its pharmacy activities provided by the Licensee.

Indicative List of Pharmaceutical Companies for procurement of medicines, which shall be acceptable to IIT Delhi

1	Abbott Healthcare
2	Abbott India
3	Aristo Pharmaceuticals
4	Astrazeneca Pharma
5	Bayer Zydus
6	Biocon
7	Blue Cross
8	Boehringer Ingelheim
9	Cipla Ltd.
10	Dr. Reddy's Lab
11	Emcure Pharma
12	Fourts India Ltd.
12	Glaxosmithkline Ltd.
14	Glenmark Pharma
15	Indoco Remedies
16	Intas Pharmaceuticals
17	IPCA Labor.
18	Johnson & Johnson Ltd.
19	Lupin Ltd.
20	Micro Lab.
21	Midascare Pharma
22	Modi Mundi Pharma
23	Morpen Lab
24	Mankind Pharma Ltd.
25	MSD Pharma
26	MSN Laboratories
27	Novartis Ltd.
28	Novonordisk
29	Panacea Biotech
30	Pharmed Ltd.
31	Serdia Pharmaceuticals
32	Sun Pharma Industry
33	Sun Pharma Lab
34	Systopic Lab.
35	Troikaa Pharma
36	USV Pvt. Ltd.
37	Wallace Pharma
38	Win Medicare
39	Zuventus Healthcare
40	Zydus Healthcare
41	Eli Lilly India Ltd.
42	Germon Remedies

43	Franco Indian
44	Pfizer Ltd.
45	Merck India
46	Torrent Pharmaceutical
47	Unichem Ltd.
48	Elder Pharmaceuticals
49	Cadila Pharma
50	Zydus Cadila
51	Sanofi India Ltd.
52	Jagsonpal Pharmaceuticals Ltd.
53	Mayer Organics Pvt. Ltd

BIDDER ELIGIBILITY CRITERIA

1. The bidder must be operating a retail chain of pharmacies across 'X' class cities (For example cities like Ahmedabad, [Bangalore](#), [Chennai](#), [Delhi](#), [Hyderabad](#), [Kolkata](#), [Mumbai](#), [Pune etc](#)) of India. **This should necessarily include pharmacies in the NCR region.**
2. The bidder shall have a minimum of (05) year experience in this line of business
3. The bidder must hold valid Drug Licence on the date of bid opening under the provisions of the Drugs and Cosmetics Act, 1940 and The Drugs and Cosmetics Rules, 1945.
4. The bidder or its associated companies must not have been convicted by Drugs Controls Authority and no case should be pending under the Drugs and Cosmetics Act and Rules.
5. The bidder must have an administrative office in Delhi/NCR region. In addition, the bidder shall have an annual turnover of Rs. 15 crores per year during last three financial years, i.e. 2016-17, 2017-18, and 2018-19. Furthermore, the bidder must have executed *at least one contract* of a value of 5.0 crores or **two contracts of Rs 3.5 Crore each or three contracts of Rs 2.5 Crore each with a government/corporate entity of size similar to the IITD hospital**. A copy of the relevant Work Order should be submitted along with the other bid documents.(Please provide the financial information as per Form 1). Enclose the audited financial statement signed by the Chartered Accountant.
6. The bidder shall submit copy of filed ITR for the last three financial years i.e. 2016-17,2017-18& 2018-19.
7. An affidavit sworn in before the Notary Public that no case is pending against the firm/bidder under the Drugs and Cosmetics Act and Rules made there under as well as under the Drugs price Control Order issued from time to time.

NOTE:

THE VALUE OF MEDICINES DISBURSED TO THE BENEFICIARIES AT PRESENT IS IN THE RANGE OF Rs. 5-6 CRORE PER YEAR

FORM 1

To be duly filled, signed and submitted in the Technical Bid by the bidder

Details of all works of similar nature completed during the last three years.

S.NO.	Name of work & Location	Name of the Organization	Scope of work	Cost of work in Lakhs	Period of Work	Name & Address of References

Declaration of Bidder

From: (Complete Address of the bidder with email/Phone/Fax & Mobile No.)

To

Chairman, Hospital Advisory Committee
Indian Institute of Technology Delhi
Hauz Khas, New Delhi 110016

Dear Sir/Madam,

1. I/we hereby agree to run the pharmacy in the outlet provided at the Hospital of IIT Delhi as per the requirement of IIT Delhi as described in the **SCOPE OF WORK** section of the bid document.
2. I/we hereby offer to stock and dispense medicine at the Outsourced Pharmacy of the Hospital, IIT Delhi, as indicated in the bid notice, you may specify in the acceptance of bid at the rate in percentage given in price bid attached and agree to hold this offer open till I/we shall be bound by a communication of acceptance dispatched within the prescribed time.
3. I/we have understood the 'Instructions to the Bidders' '**SCOPE OF WORK**' and '**Vendor Eligibility Criteria**' and fully accept them.
4. I/we are fully aware of the nature of medicines/drugs required and my/our offer is to stock the Branded medicines/drugs of well reputed companies as indented by the Doctors of the Institute and dispense the same to the beneficiaries as per the prescription of the Doctors/Visiting consultants of the Institute in accordance with the requirements of IIT Delhi.
5. I/We agree to arrange supplies of branded standard quality medicines/drugs in accordance with the nomenclature. Specifications, packages and quantity indented by the Doctors of the Institute.
6. I/we agree to dispense the medicines/drugs to the beneficiaries of IIT Delhi by trained persons under the supervision of qualified professionals (Pharmacists) at all times.
7. I/we agree that the stocking and dispensing of aforesaid will comply with the provisions of Drugs & Cosmetics Act, 1940 and rules 1945 made there under.
8. MY/our firm has not been convicted by the State Drugs Authorities and no case is pending under the Drugs and Cosmetics Act 1940 and Rules 1945.

**SIGNATURE OF BIDDER ALONG WITH SEAL OF
THE COMPANY WITH DATE**

The following declaration should be given on the letter-head of the bidder

DECLARATION SHEET

I, _____ hereby certify that all the information and data furnished by me with regard to this tender specification are true and complete to the best of my knowledge. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

I, further certify that I am the duly authorized representative of the under mentioned tenderer.

I, further certify that my company meets all the conditions of eligibility criteria laid down to take part in the tender.

I, further specifically certify that my company has not been Black Listed/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years and there is no adverse judgments by a consumer court against us.

(Signature of the Authorized Official)

Name : _____

Designation : _____

Official Seal

Checklist of Essential Conditions

Please ensure acceptance of the following conditions by writing 'Yes/No' against each of them

S. No.	Item	Acceptance (Yes/No)
1	Operating a retail chain of pharmacies across 'X' class cities. [Attach a list of cities where operations are currently underway]	
2	Minimum of 05 year experience in this line of business	
3	Valid necessary Drug Licences to operate business	
4	No convictions by Drugs Controls Authority	
5	Administrative office in Delhi/NCR region	
6	Annual turnover of Rs. 15 Crores per year during last three financial years	
7	<i>At least one contract</i> of a value of 5.0 Crores, <i>or two contracts of Rs 3.5 Crore each or three contracts of Rs 2.5 Crore each, with a government/corporate entity of size similar to the IITD hospital.</i> [Attach a copy of the relevant Work Order]	
8	Copy of filed ITR for the last three financial years [Attach a copy of the ITR filed]	
9	Affidavit sworn in before the Notary Public that no case is pending against the firm/bidder under the relevant Acts and Rules in force. [Attach a copy of the affidavit]	

(Signature of the Authorized Official)

Name : _____

Designation : _____

Official Seal

BOQ
PRICE BID FORMAT

(To be submitted in a SEPARATE cover)

Tender No.	SPS/RC for Hospital Pharmacy Outsourcing 2019-21	
Name of the Bidder		
	Minimum Discount	Offered Discount
Discount offered on the Maximum Retail Price (Inclusive of all applicable taxes) - for Pharmaceutical items	20%	Discount offered in NUMERALS _____ Discount offered in WORDS _____
Discount on branded surgical items	40%	Discount offered in NUMERALS _____ Discount offered in WORDS _____

The successful bidder shall be the one offering maximum discount on the pharmaceutical items only.

I/We, undertake to keep the above quoted rate of discount on the Maximum Retail Price (MRP) (inclusive of all applicable taxes including GST) on all items stocked and dispensed valid till the duration of this contract/extension of contract. No other taxes or charges shall be liveable on the uniform discount quoted above by me/us.

I/We, also undertake that the medicines/drugs shall be stocked as per the prescription of Medical Officers and Visiting Consultants of IIT Delhi Hospitals and dispensed as per the contract/extension of contract and no "Substitute Medicines/Drugs (i.e. different generic composition)" will be stocked/dispensed without prior approval of the Head, Hospital services.

**Signature of Bidder along with Seal of the company
with date**

Bid Submission

Online Bid Submission:

The Online bids (complete in all respect) must be uploaded online in **two** Envelops as explained below:-

Envelope – 1			
(Following documents to be provided as single PDF file)			
Sl. No.	Document	Content	File Types
1.	Technical Bid	GENERAL TERMS AND CONDITIONS as per Annexure - A	.PDF
2.		SCOPE OF WORK as per Annexure - B	.PDF
3.		Indicative List of Pharmaceutical Companies for procurement of medicines, which shall be acceptable to IIT Delhi as per Annexure - C	.PDF
4.		Declaration of Bidder Annexure-E	.PDF
5.		DECLARATION SHEET as per Annexure -F	.PDF
6.		Compliance Sheet and Form 1 (Checklist of Essential Conditions/ with the reference of Annexure D) as per Annexure - G	.PDF
Envelope – 2			
Sl. No.	Document	Content	File Types
1.	Financial Bid	Price bid should be submitted in given BOQ_XXXX.xls format. <i>(Note: -Comparison of prices will be done ONLY on the bids submitted for the Main Equipment and anything asked as 'Optional' in the specs is not to be included for overall comparison.)</i> Bids for optional items are to be submitted in 'sheet2_Quote for optional items'	.XLS