



**ESIC MODEL HOSPITAL
CENTRAL ROAD, MIDC MAROL,
ANDHERI (E), MUMBAI:-400 093.
(Under Ministry of Labour Govt. Of India)
Phone: 022-28367203-07
Fax: 022-28203266**

TENDER NOTICE FOR APPOINTMENT OF LOCAL CHEMIST

Sealed tenders are invited for appointment of local chemist by Medical Superintendent; on contract basis for a period of 1 year extendable from time to time at the discretion of Medical Superintendent, for day to day supply of Drugs, Suture material & surgical consumables to 300 bedded ESIC Model Hospital, Central Road, Marol MIDC, Andheri(E), Mumbai:-400 093.

Tender should be submitted in tender form, available along with terms & conditions in the office of Medical Superintendent at a price of Rs. 500/- (Rs. Five Hundred Only) to be paid by demand draft drawn in favor of "ESI fund Account No. 1 ESIC Model Hospital, Andheri" payable at Mumbai. The Tender notice is also available at <http://esic.nic.in> & <http://www.esicmh-andheri.org>. The vendors downloading the form from the website must submit the above mentioned demand draft of Rs.500/- along with the tender.

Tender form will be issued on all working days from 07/10/2011 to 28/10/2011 between 10 am & 3 p.m. and last date for the receipt of completed tenders will be 31/10/2011 up to 1 pm. Tenders will be opened at 2.00 pm. On 31/10/2011 itself.

Tenders must be sent in Sealed Envelopes super-scribing "**TENDER FOR APPOINTMENT OF LOCAL CHEMIST**". Bidders are free to quote for any one or more categories.

Tenders received late/ not satisfying the procedure prescribed in the tender document and/or received without Earnest Money Deposit and/or received without signed copy of general terms and conditions in token of acceptance thereof shall be treated invalid and rejected summarily. Medical Superintendent reserves the right to accept or to reject any tender without assigning any reason thereof.

For additional information if any required, please contact Dy. Director (Administration), Phone No.022-28367203-06

MEDICAL SUPERINTENDENT

Form no: _____



**ESIC MODEL HOSPITAL
CENTRAL ROAD, MIDC MAROL,
ANDHERI (E), MUMBAI:-400 093.
PHONE - 022 -28367203 -07**

No. 33-A-12-16-2008-EMHA/71

Date:-

To,

M/s. _____

Subject: - Tender for appointment of Local Chemist for day to day supply of Drugs, Suture material & surgical consumables to ESIC Model Hospital, Central Road, Marol MIDC, Andheri (E), Mumbai:-400 093.

Sir,

Sealed tenders are hereby invited for appointment of local chemist for day to day supply of Drugs, Suture material & surgical consumables to ESIC Model Hospital Andheri (E), Mumbai:-400 093, on indent, special or otherwise, and which may not be stocked/available in the Medical Store of ESIC Model Hospital, Central Road, Marol MIDC, Andheri(E), Mumbai:-400 093 by Medical Superintendent, on contract basis for a period of 1 year extendable from time to time at the discretion of Medical Superintendent. The conditions of contract, which will govern the contract made, are contained in the tender form.

Tender should be submitted in tender form, available along with terms & conditions in the office of Medical Superintendent at a price of Rs. 500/- (Rs. Five Hundred Only), to be paid by demand draft drawn in favor of "ESI fund Account No.1 ESIC Model Hospital, Andheri " payable at Mumbai. The Tender notice is also available at <http://esic.nic.in> & <http://www.esicmh-andheri.org>. The vendors downloading the form from the website must submit the above mentioned demand draft of Rs.500/- along with the tender.

Tender form will be issued on all working days from 07/10/2011 to 28/10/2011 between 10 am & 3 p.m. and last date for the receipt of completed tenders will be 31/10/2011 up to 1 pm. Envelope containing complete tender document should be super scribed as "**TENDER FOR APPOINTMENT OF LOCAL CHEMIST**".

The sealed tenders will be opened in the Conference Hall of ESIC Model Hospital, Central Road, Marol MIDC, Andheri(E), Mumbai:-400 093 on 31/10/2011 at 2.00 pm in the presence of Tenderers who choose to be present. In case it happens to be a declared holiday then tenders shall be opened on the next working day at the same time.

Medical Superintendent reserves the right to reject any or all tenders without assigning any reason thereof.

Please note that Tender Form not accompanied with requisite earnest money will be rejected outright without assigning any reason/entertaining any correspondence. The earnest money of unsuccessful Tenderers will be refunded, without accrual of any interest, in due course of time, as per official convenience.

List of Terms and Conditions is enclosed.

**Dy. Director (Admin)
for Medical Superintendent.**



**ESIC MODEL HOSPITAL
CENTRAL ROAD, MIDC MAROL,
ANDHERI (E), MUMBAI:-400 093.**

INSTRUCTIONS FOR SUBMISSION OF TENDER DOCUMENT

1. Earnest Money Deposit:

- a) Rs. 84000/- for Branded Allopathic Drugs.
- b) Rs. 10000/- for Ayurvedic Drugs.
- c) Rs. 11000/- for Suture Materials.
- d) Rs. 6000/- for Surgical Consumables.

Earnest Money must be deposited along with Tender form through Demand Draft drawn in favor of "ESI Fund A/C No. 1 ESIC Model Hospital, Andheri", Payable at Mumbai. Tenders without earnest money deposit will not be entertained. The earnest money of unsuccessful Tenderers will be refunded, without accrual of any interest, in due course of time, as per office convenience.

2. Tenders must be sent in Sealed Envelopes super-scribing "TENDER FOR APPOINTMENT OF LOCAL CHEMIST".

3. Completed tenders should reach this office by 1:00 PM on 31/10/2011 and will be opened at 2.00 PM on same day. In case 31/10/2011 is declared a holiday Tenders will be opened on next working day at the same time. Tenders received late/ not satisfying the procedure prescribed in the tender document and/or received without Earnest Money Deposit and/or received without signed copy of general terms and conditions in token of acceptance thereof shall be treated invalid and rejected summarily.

4. The offer of Tender should contain the following documents:

- a) Bidders profile giving complete details about the firm, including the period for which it is in this business.
- b) Name/s of proprietor/partners/directors of the bidders firm with their residential address and telephone numbers.
- c) Certified copy of Audited Annual Accounts for the last 2 years.
- d) Attested copy of Income Tax submission for financial year 2009-10 . (i.e. Assessment year 2010-11).
- e) Attested copy of deed of partnership, if the firm is a partnership concern or Memorandum and Articles of Association duly certified in case of company.
- f) Attested copy of PAN / TAN No.
- g) Latest Sales Tax Registration/ VAT Certificate: Local chemist who is not Registered with the Sales Tax Authorities will not be considered.
- h) Latest Sales Tax Clearance Certificate / VAT receipt upto 31/03/2011 or thereafter.
- i) Registration under shops and establishments Act.
- j) Valid Drug License for Retail Chemist as per drugs & cosmetics Act.

- k) Names and addresses of their bankers.
 - l) Declaration on letter head of the Bidding firm that it has never been involved in any illegal activity or financial frauds.
 - m) Demand draft of Earnest Money Deposit (as above) drawn in favor of “ESI Fund account No. 1 ESIC Model Hospital, Andheri”, payable at Mumbai. Tenders without the EMD will not be considered.
 - n) Copy of the terms and conditions duly signed by authorized person. Each page of the tender must be signed with seal of the agency.
 - o) Name, designation and specimen signature of the person authorized by the competent authority of the firm to sign/deal with the tender documents must be enclosed along with the tender.
 - p) No Conviction Certificate from State Drug Controller that there is no case pending under the drugs and cosmetic Act and Rules there under as well as under Drug Price Control Order (DPCO) against the firm during the last 5 years. No Conviction Certificate must be issued after the 31.03.2011.
5. **Tenders should be Typed/Computer Printed.** All the documents attached with the Tender forms should be serial numbered and total number of enclosures must be mentioned on covering letter.
6. The bidder shall indicate the discount offered on M.R.P. i.e. maximum Retail price which is printed on the item. Separate discounts should be quoted for:
- a. Branded Allopathic Drugs
 - b. Ayurvedic Drugs
 - c. Suture material
 - d. Surgical consumables.
- i) Discounts quoted by the bidder shall be fixed during the bidder’s performance of the contract and not subject to variation on any account. A bid submitted with an adjustable discount quotation (e.g. Octroi extra/ sales tax extra/ taxes as actual etc.) will be treated as non-responsive and will be rejected.
 - ii) All discounts must be mentioned both in figures and words. The bidder must make sure that there is no discrepancy between the two. In case of any discrepancy between two the interpretation of the Purchaser on this account shall be final and binding. If the bidder does not accept the correction of errors as per purchaser’s interpretation his bid will be rejected.
 - iii) Arithmetical errors, if any, in any part of bid will be rectified on the following basis. If there is any discrepancy between the figures and words, the figures in words will be taken as correct. If the bidder does not accept the corrections of errors, the bid shall be rejected.
 - iv) In case more than one firm quotes the same rates, the preference shall be given to the local chemist having more experience. The decision of the Tender finalizing committee & Medical Superintendent shall be final & binding on all the concerned parties.
7. The Bidder has to submit an undertaking as per proforma enclosed on a Stamp Paper of Rs.100/- along with the Tender.

Dy. Director (Admin)



**ESIC MODEL HOSPITAL
CENTRAL ROAD, MIDC MAROL,
ANDHERI (E), MUMBAI:-400 093.**

GENERAL TERMS AND CONDITIONS

- i) **The term corporation** shall mean the ESI Corporation.
- ii) **The term Medical Superintendent** means Medical Superintendent, ESIC Model Hospital, Central Road, Marol MIDC, Andheri (E), Mumbai:-400 093. and any other officer in authority for the time being in administration of ESI Corporation.
- iii) **Period of validity of bids** : Every Tender would remain open for acceptance for 60 days from the date of opening of Tender or till the date of the finalization of the Tender, whichever is earlier. In exceptional circumstances the Purchaser may solicit the bidders consent to an extension of the period of validity. The request and the response thereto shall be made in writing. The EMD provided shall also be suitably extended.
- iv) **Earnest money deposit and Security deposit:**
 1. The offer of contract issued to the successful contracting firm would need to be accepted within 15 days from the date of issue of the offer. Failure to accept the offer within this period will result in forfeiture of the EMD.
 2. Successful contracting firm will be required to deposit security deposit of Rs.420000/- for Allopathic Drugs, Rs.50000/- for Ayurvedic Drugs, Rs.55000/- for Suture Materials, Rs.26000/- for Surgical Consumables in the shape of pay order/demand draft in favor “ESI fund Account No. 1, ESIC Model Hospital, Andheri”, payable at Mumbai. The amount of EMD, already paid will be adjusted against the security deposit. The Security money so deposited by the successful bidder will be retained by the Hospital till completion of the contract and will be released there after (without interest) on claim, subject to adjustment of any claim of Hospital, arising out of terms & conditions pertaining to the tender.
 3. In the event of any breach/violation or contravention of any terms and condition contained therein by the contractor, the said security deposit will be forfeited.
- v) **Signing and validity of contract:**
 1. On award of contract, the contracting firm will be required to enter into an agreement/contract on stamp paper of appropriate value in the form approved by the Hospital administration. The cost incurred in this connection will be borne by the contractor.
 2. The Contract, if awarded will be initially for one year from the date of award subject to continuous satisfactory performance and on failure on this aspect by the appointed local chemist, the Hospital reserves the right to terminate the contract.
 3. This initial period of one year can be extended for such further period at the discretion of the Hospital authority, but not more than one year at a time.
- vi) The Medical Superintendent reserves the right to enter into parallel contract simultaneously or at any time during the period of this contract, with one or more chemists for one and the same items or for different items.
- vii) No change in discount rates on any account will be permitted during the contact period. Also, no subsidy will be given over the quoted discounts.

- viii) **Tender forms/ Tenders are not transferable:**
The agency shall not engage any sub-contractor or transfer the contract to any other person in any manner.
- ix) **Termination of contract:**
- a. Medical Superintendent reserves the right to terminate the contract at any time during currency of the contract period without assigning any reason thereof.
 - b. If the services are not up to the satisfaction of the authorities payment in part or full may be deducted and the contract for the remaining period may be terminated.
 - c. The bidder may terminate the contract only after giving one month prior notice; failure to give notice will result in forfeiture of Security deposit and Imposition of penalty as decided by Medical Superintendent.
- x) **Corrupt or fraudulent practices:**
ESIC Model Hospital, Andheri (E), Mumbai:-400 093, requires that the Hospital as well as bidder/contractors under this contract observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the, ESIC Model Hospital, Andheri (E), Mumbai:-400 093, will reject a proposal for award, if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question. It will declare a local chemist ineligible either indefinitely or for a stated period of time for award of the ESIC contract if at any time it determines that the firm has engaged in corrupt or fraudulent practices in competing for or in executing an ESIC contract.
- xi) **Experience:**
The Tenderer must have at least two years experience in the field of local trade of drugs. Offers will be considered only from retail/local chemists.
- xii) **In case of any dispute or difference Medical Superintendent is the Final Authority.**

Dy. Director (Admin)

SPECIFIC CONDITIONS FOR CONTRACT

1. **The General Terms and Conditions for supply of Drugs, Suture material & Surgical consumables to ESIC Model Hospital, Andheri (E), Mumbai:-400 093. & the Law of contract will be applicable.**
2. **The Local chemist services for the hospital shall be provided on all days during the contract period. Failure to provide the service shall attract penalty. The amount of penalty would be decided by Medical Superintendent on each occasion and shall be final.**
3. **The contractor will comply with all legal requirements and for obtaining all the requisite licenses included under Drugs and cosmetics Act & shops and establishments Act etc. Hospital shall not be responsible in any way for any breach by the contractor of the rules and regulations governing the running of such establishment.**
4. **The acceptance of tender will normally be on the basis of maximum discount offered by the local Chemist on M.R.P. i.e. maximum Retail price which is printed on the packing/flaps/bottles. The Chemist will be paid on M.R.P. less discount and no taxes. Octroi or any other levy/tax will be paid which has to be borne by the Chemist. Tampering of the printed MRP of the manufacturer by the local chemist by use of stickers or other means will not be accepted. Separate discounts should be quoted for Drugs/ Suture material/ Surgical consumables.**
5. **Local chemist will maintain sufficient stock of Drugs, Suture material and surgical consumables at all times to avoid inconvenience to the ESI beneficiaries.**
6. **Collection of indent for supply: Indent on the basis of which supplies are to be made should be collected by the chemist or his representative every day (Monday to Saturday) between 11.30am. To 12.00 p.m. The Chemist/Chemist's representative will sign in the Indent Issue Register in the main store of the Hospital as proof of having attended the Hospital. In case of order placed by the store on Saturday the supply shall be made on the next working day and for emergency orders supply will be made to the respective wards as mentioned in the requisition (Verbal / Written). In emergency and exceptional situations drugs and dressings supplied in outside office hours will be received by the officials of Casualty Department but the tenderer will ensure that the challan is re-verified in the Medical Store Department on the immediate next working day.**
7. **Indents are to be accepted duly countersigned by the Store Incharge of the hospital whose specimen signatures will be supplied to local chemist duly attested by Medical Superintendent.**
8. **The Store Incharge of the Hospital will fill all the four copies of the items cum indent form in single stroke and will retain first copy for office use and send three copies to local chemist who after filling the remaining required columns in the items cum indent form will return back second copy along with indented items to the Store Incharge. At the end of the week Local Chemist will submit the third copy for payment to Medical Superintendent along with summary of items cum indent form in serially numbered printed invoice. The fourth Copy will be retained by the Local Chemist for his office use.**
9. **Delivery of Supplies: The delivery of supplies will be made on same day as the collection of the indents or at the latest by the next day, at the premises of the hospital indenting the supplies, as directed.**

10. **Life Period:** The shelf life of drugs/items supplied should not have passed more than half of shelf life from the date of manufacturer, at the time of supply.
11. **Packing:** Supplies are required to be made in original packing of manufacturer and in only available packing approximately nearest to the total quantity demanded for any particular medicine/drugs, on any particular day.
12. In the case of failure or refusal /Irregularity by local chemist to supply the items to the hospital the contract is liable to be cancelled at his risk and cost. Any extra cost involved in arranging supplies from alternative source will be recovered from his subsequent/pending bills and his security deposit will be forfeited.
13. The items to be supplied will be of standard quality, In case, it is found that any particular item has expired, or is substandard or spurious, the Local chemist will be liable to be black-listed for a period of 5 years for future participation in any ESI Tender. Besides any other legal actions as deemed fit will be taken. If for any unavoidable reason beyond his control, it is not possible for chemist to immediately supply the items indented and the hospital is compelled to procure the same from the other local chemist, extra expenditure on this account will be recovered from subsequent bill(s) of the contracting local chemist.
14. The contactor should give a declaration that the medicines supplied for this contact shall be of the best quality and in accordance with the specifications as indented and if the articles are discovered not to confirm to the description and the quality aforesaid have deteriorated the purchaser in that case will be entitled to reject the said articles of such portion thereof as may be discovered not conforming to the said description and quantity. On such rejections such article or such articles or such part in thereof as the purchaser may decide, will be replaced forthwith, failing which the contractor will be deemed to have committed a breach of contract and be liable to pay such damage as may arise by reason of breach of the condition of the contract or otherwise. The decision of the Purchaser in that behalf will be final and conclusive.
15. Local chemist will indicate Batch Number, Name of manufacturer and Expiry Date on indents at the time of supplying the items to the Hospital.
16. **Presentation of Bill:** The Contracting local chemist shall present his bill for each week's supply within the next week following the week in which supplies were made.
 - a. The bill shall be in the printed and serially numbered Invoice/Credit bill with the name and address of the Chemist and Sales Tax Registration Number printed thereon.
 - b. The bill shall show the summary of the total amount for each day for the net amount supported by the acknowledged copy of the indent the entire column duly filled in.
 - c. The Purchaser reserves the right to demand in any case, the original of the supplier's invoices for verification of the Net Trade Price Claimed by the contractor.
17. **Payment:** The Contractor shall claim payment weekly. The Payments of the bills prescribed in complete forms and in time will normally be arranged in 1 to 2 weeks from the date of presentations. However, no claim shall be made by the contractor against the ESI Hospital in respect of interest or damage in case the payment is delayed for any reason beyond the control of ESI Hospital.

Dy. Director (Admin)

Format of Undertaking for Local Chemist
To be submitted in stamp paper of Rs.100/-

To

**The Medical Superintendent
ESIC MODEL HOSPITAL
CENTRAL ROAD, MIDC MAROL,
ANDHERI (E), MUMBAI:-400 093.**

Dear Sir,

- 1. I, the undersigned certify that I have gone through all the terms and conditions mentioned in the tender document and undertake to comply with them.**
- 2. The rates quoted by me are valid and binding upon me for the entire period of contract.**
- 3. I, the undersigned hereby bind myself to Medical Superintendent, ESIC Model Hospital, Andheri (E), Mumbai:-400 093, during the period of contract.**
- 4. The security money deposited by me shall remain in the custody of the Medical Superintendent, ESIC Model Hospital, Andheri (E), Mumbai:-400 093, till the expiry of the contract. The security deposit will not carry any interest.**
- 5. The conditions herein contained shall form part of and shall be taken as included in the agreement itself.**
- 6. I will be wholly responsible for supply of standard quality of Drugs, Suture material and Surgical consumables on indent at ESIC Model Hospital, Andheri (E), Mumbai:-400 093, and will ensure timely distribution of items to the hospital.**
- 7. I agree that the supply of aforesaid will comply with provisions of drugs Act, 1940 and rules made hereunder.**
- 8. That all the terms and conditions of the tender are accepted by me.**
- 9. I note that you are not bound to accept any or all tenders you may receive.**
- 10. I agree to abide by this tender for a period of 60 days from the date of opening of Tender.**
- 11. I have enclosed No Conviction Certificate from State Drug Controller Issued after 31/03/2011.**
- 12. The decision of the Medical Superintendent will be binding upon me.**

SIGNATURE OF THE TENDERER WITH SEAL OF THE AGENCY



ESIC MODEL HOSPITAL
CENTRAL ROAD, MIDC MAROL,
Andheri (E), Mumbai – 93.
 (Under Ministry of Labour Govt. Of India)
Phone: 022-28367203-07
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TENDER NOTICE FOR APPOINTMENT OF
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For additional information if any required, please contact Joint Director (Administration), Phone No. 022-28367203/4/5/6

MEDICAL SUPERINTENDENT