



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी
Indian Institute of Technology Guwahati
Guwahati - 781 039

TENDER NOTICE

Date: 02.08.2021

Sub: Notice Inviting Tender for providing Round the Clock Pharmacy Services

The Director, Indian Institute of Technology, Guwahati invites sealed tenders under two bid system for providing round the clock Pharmacy Services from reputed Pharmacy/Wholesale distributor/hospital/firm/agency. The Notice Inviting Tender (NIT) document consists of eight schedules viz. Schedule I- Bid Instruction, Schedule II- General Terms and Conditions, Schedule III- Service Requirements, Schedule IV- Pro-forma for Technical Details, Schedule V- Pro-forma for Price Bid, Schedule VI- Evaluation Procedure, Schedule VII- Annexures, Schedule VIII- PBG format.

Tender document must be downloaded from IIT Guwahati (IITG) website https://www.iitg.ac.in/iitg_tenders_all. Tender must be prepared as per bid instruction and be sent to the Head, Medical Section IIT Guwahati, Guwahati-781039 by speed post/courier or submitted in person so as to reach on or before **23/08/2021, 14:30 hrs.** IIT Guwahati will not be responsible for any delay or loss of tender sent by post/courier.

The bid documents are not transferable. The job requirement along with terms and conditions given in the schedules are the basic essence of this tender. It must be ensured that the offers are made strictly as per these terms and conditions. Incomplete tender will be summarily rejected.

Thanking you

Sd/-

Head

Medical Section

IIT Guwahati

SCHEDULE - I

BID INSTRUCTION

(1) **Eligibility criteria:** Prior to preparing your tender document, make sure that you meet the eligibility criteria as mentioned at clause 3 under General Terms and Conditions of Schedule II.

(2) **Services Required:** The services that are required:

(a) Providing Round the Clock Pharmacy Services at IIT Guwahati hospital

(3) **The tender document consists of eight schedules:**

Schedule I : Bid Instruction,

Schedule II : General terms and Conditions,

Schedule III : Service Requirements,

Schedule IV : Proforma for technical detail,

Schedule V : Proforma for Price Bid,

Schedule VI : Evaluation procedure,

Schedule VII: Annexures,

Schedule VIII: PBG Format.

(4) **Important Dates:**

- | | |
|------------------------------------|-------------------------|
| 1. Pre-bid meeting | : 11/08/2021, 15:00 hrs |
| 2. Last date of submission of bids | : 23/08/2021, 14:30hrs |
| 3. Date of opening | : 23/08/2021, 15:00hrs |

(5) **Preparation and submission of bids:**

- (i) **Two Bid system:** Tender /Bid will have to be submitted in two parts i.e. a) Technical Bid, and (b) Price Bid
- (ii) **Envelope/Covers:** Tender/Bid must be submitted in two separate properly sealed covers. The covers must indicate the type of Bid i.e. Technical Bid or Price Bid. The envelope containing technical Bid should be superscribed as "Technical Bid". The envelope containing Price Bid should be superscribed as "Price Bid". The two sealed envelopes should be put in a single sealed cover and the following must be clearly written on the cover/envelope.

Tender for Pharmacy Services
NIT No: IITG/MED/Outsource/NIT/5/2021

To
The Head
Medical Section
Indian Institute of technology Guwahati
Guwahati-781039

From M/s _____

Contact No: _____

- (iii) Technical Bid envelope must contain documents in the following order:
 - (a) **Pro-forma for technical detail:** Duly filled and signed Pro-forma for Technical Bid documents as given in the schedule IV along with copies of documentary proofs/certificates wherever required.
 - (b) **Compliance confirmation:** As a token of compliance, bidder must enclose duly signed tender documents comprising of Schedule I – VIII (except Schedule V) on each page and sealed in an envelope.
- (iv) **Price Bid:** Price bid must contain the dully filled and signed Pro-forma for price bid as in the Schedule V.

SCHEDULE - II

GENERAL TERMS AND CONDITIONS

01. Scope of work: Providing Round the Clock Pharmacy Services at IIT Guwahati Hospital

02. Period of Contract:

The contract period for the work normally will be for 02 (two) years from the date of taking over the charge for providing the service. The contract may be extended for 01 (one) or more years up to maximum period of another 03 years under same terms and conditions and based on discounted rates in drugs.

03. Qualifying criteria/Eligibility criteria to participate in the tender:

(1) **Valid Registration:** The Bidder offering pharmacy services should be registered under the relevant act.

(2) **Experience:** The Bidder should have minimum 3 (three) years of experience in running pharmacy/distributor operation/ activities.

(3) **Turnover:** Average annual turnover for the last three years must not be less than Rs. 1(one) crore.

(4) **Licensed Pharmacist:** The bidder shall provide at least two licensed pharmacist having D. Pharm/ B.Pharm with minimum 03 years of experience

(5) **Establishment in Guwahati:** The Bidder must have their own establishment in Guwahati city.

04. Validity of Quotation: Quotation must be valid for 03 (three) months from the date of opening. The Bidder shall not be entitled during the said period of validity to revoke or cancel his tender or modify the tender given or any item thereof.

05. Important dates:

- | | |
|------------------------------------|-------------------------|
| 1. Pre-bid meeting | : 11/08/2021, 15:00 hrs |
| 2. Last date of submission of bids | : 23/08/2021, 14:30hrs |
| 3. Date of opening | : 23/08/2021, 15:00hrs |

In the event of any of the day mentioned being declared as a holiday, the above work shall be carried out in the next working day in similar timings.

06. Earnest Money Deposit (EMD):

In terms of Ministry of Finance, Govt. of India, OM No. F.9/4/2020-PPD, dtd. 12th November 2020, Bidders are not required to submit EMD for the tender; however, a Bid Security Declaration has to be submitted as per Annexure – I.

07. Performance Bank Guarantee (PBG):

The **Successful Bidder (Service Provider)** shall furnish an unconditional PBG of Rs 7.00 lakh as an interest free security deposit (as per the format at Schedule VIII) valid for 60 days after the expiry of contract period from a scheduled Bank of India within 21 days of issue of the award of the contract; failing which, the contract shall be deemed as terminated. Through the PBG, the Bidder guarantees satisfactory performance of its

obligations mentioned under the agreement, failing which, the said PBG shall be forfeited as deemed fit. In normal case the PBG will be returned after expiry of the Contract period.

08. Availability of Tender form: Tender document is to be downloaded from IIT Guwahati web site https://www.iitg.ac.in/iitg_tenders_all.

09. Production of original documents for verification:

- (i) All the credentials of the Bidder must be corroborated by genuine certificates and copies of the same must be attached to the Bid.
- (ii) Bidder has to produce original certificates/documents for verification at the time of opening of the technical bid or any time as asked by the IIT Guwahati, without which the technical bid/the contract will be considered null and void.

10. Rate in words to prevail: Bidder shall indicate their rates in clear /visible figures as well as in words and shall not alter /overwrite/erase in the tender. In case of a mismatch, the rates written in words will prevail.

11. No Canvassing:

Any attempt to canvass or influence on the part of the Bidder to accept their tender by any means will render their tender liable to exclusion from consideration.

12. Restriction on the submission of tender: Bidders whose near relatives are employed in any capacity in IIT Guwahati hospital will not be allowed to participate in tendering process. For this purpose, a near relative shall mean wife, husband, parents, grandparents, children, grandchildren, brothers, sisters, uncles, aunts, cousins and their corresponding in-laws. A certificate in this regard is provided in page 21 which should be filled, signed and submitted by the bidder with the bid.

13. Rejection of tender:

- (i) Tender have to be submitted in due compliance to the bid instruction and terms and conditions mentioned in the Schedule I, II, III, and IV failing which the tenders are liable to be rejected.
- (ii) **Abnormally Low Bid:** If the Bid price is appears to be low considering the service requirements as mentioned in Schedule III, IIT Guwahati will seek written clarification from the Bidder including detailed price analysis of its Bid price in relation to scope, schedule, allocation of risks and responsibilities and other requirements mentioned in the Bid. If after evaluating the price analyses, IIT Guwahati determines that the Bidder has substantially failed to demonstrate its capability to deliver the contract at the offered price, IIT Guwahati reserves the right to reject the tender.

14. Bid opening and evaluation:

- (i) **Bid opening:** The bids shall be opened by the tender committee in presence of the bidders on the date and time mentioned in Schedule I and II. The bidders may attend the bid opening. They can depute their representative along with authority letter for attending the same. The committee will open the technical bid on the said

date. The price bids will be opened only in respect of bidders who qualify in the technical bid. The date and time of opening of price bid will be intimated to the technically qualified bidders.

(ii) **Bid evaluation:** Bids shall be evaluated as per procedure provided in Schedule VI.

15. Agreement: The successful Bidder shall sign an agreement with the Institute on a non-judicial stamp of adequate value for the execution of contract.

16. Payment:

(i) Bills should be submitted in duplicate on monthly basis.

(ii) Bills should be accompanied by attendance sheet showing attendance of the persons employed in Pharmacy and countersigned by the Head of Section (HoS)/CMO(SAG), Medical Section, IIT Guwahati.

(iii) The bidder shall abide by all the internal circulars issued by the IIT Guwahati time to time.

(iv) Any Tax, as applicable, shall be deducted at source as per rule.

(v) The proof of payment of GST, if applicable, to the concerned Government Authority should be submitted along with the bill.

(vi) The Online bank transfer statement as proof of salary/ wage payment (in full) to the staff members are to be furnished along with the monthly bill.

17. Termination of contract:

(i) If the Bidder fails to perform the work as per specification of work awarded, IIT Guwahati shall have the right to terminate the contract at any time by giving one month's notice in writing. If the situation demands, the Institute may either forfeit the PBG or impose penalty as deemed fit. The penalty imposed shall be recovered from the outstanding bills or will be adjusted from the PBG in the event that no bill is outstanding.

(ii) In the event of the Bidder desiring an earlier termination of contract, he/she shall have to give 3(three) months advance notice to the Institute.

(iii) In case of termination of this contract/agreement on its expiry or otherwise, the staff, personnel engaged and deployed/deputed by the Bidder, will not be entitled to and will not claim any absorption in the regular or otherwise services of the Institute. The personnel of the Bidder will not claim and will not be entitled to pay, perks or any other facilities as admissible to the regular/confirmed employees of the Institute during the subsistence of the Contract Agreement and even after the expiry of the Contract Agreement.

(iv) IIT Guwahati reserves the right to terminate the contract based on intermittent feedback collected from the users.

18. In case of termination of the service provider, IIT Guwahati may approach the wait

listed service providers (as explained in Schedule VI) for continuation of pharmacy services at the rate quoted during the tendering process.

19. Force Majure:

In the event of any force majure causing the Bidder for delay in the service, the awarding authority shall not be liable for any legal obligation.

Force Majure shall mean and be limited to the following:

- a) War/Hostility
- b) Riot or Civil Commotion
- c) Epidemic/Pandemic
- d) Earthquakes, fire, tempest, lightening or other natural physical disaster.
- e) Restriction imposed by the Govt. (Central or State) or other statutory bodies which prevent or delays the execution of service.

20. Dispute and jurisdiction:

Any legal disputes arising out of any breach of contract pertaining to this tender during the tendering process or during the policy period shall be settled in the court of competent jurisdiction located within the local limits of Guwahati in Kamrup District, Assam.

21. Acceptance of the Tender offer:

IIT Guwahati reserves the right to accept/reject the whole or any part of the tender without assigning any reason thereof.

I/We accept all the General terms and Conditions mentioned in this tender.

SCHEDULE - III
SERVICE REQUIRMENTS

Pharmacy service shall be governed by the following conditions:

- I. Round the clock working hours:** The Bidder shall provide round the clock pharmacy services including computerized generation of vouchers/cash memo/bill.
- II. Required presence of licensed pharmacist:** At least one licensed pharmacist whose credentials have been submitted to IIT Guwahati hospital should be present for 24 hours in the pharmacy on all working days. One licensed pharmacist will present from 08:00am to 08:00pm during Saturdays, Sundays and Institute holidays.
- III. Maintain of Stock:** Stocking emergency fluids, drugs, surgical sundries, vaccines as per list provided by the CMO/SMO/MO, IIT Guwahati. The list must be displayed for information of the IIT Guwahati patients.
- IV. Issue of prescribed medicines:** Issue only the prescribed medicines from the pharmacy counter to the bona fide/ entitled patients on behalf of IIT Guwahati hospital.
- V. No general selling of medicine:** General selling of medicine is not allowed. However, under special circumstances scheduled medicine may be sold to the campus dwellers.
- VI. Availability of medicine in case more requirement:** In case of emergency/diseases where a large number of patients suffer from the same disease, the pharmacy may have to procure urgently/daily large number of medicines which may outweigh the normal requirement. In this situation the pharmacy may have to make available enough medicine from another pharmacy /wholesaler. The pharmacy may, in consultation with the CMO, bring any brand of the same medicine to tide over the situation, so that there is no shortage of medicine.
- VII. Alternative source for non-stock items:** If the prescribed medicines are not available in the pharmacy, the Bidder will have to arrange the same as early as possible or by next day.
- VIII. Billing as agreed terms:** Generate bill as per agreed discount rate on MRP. The bill should contain details of medicine issued to bona fide IIT Guwahati patient with the name of the patient, medicine, date of expiry, MRP, discount and amount payable by IIT Guwahati after discount.
- IX. Stock medicine of reputed companies:** A list of medicine of reputed companies given by CMO/SMO/MO, IIT Guwahati should be stocked.
- X. Verification of stock:** In the interest of the hospital, the CMO and on-duty doctor of the Institute are authorized to verify and check the medicines in the pharmacy by asking the list of stock from time to time.
- XI. No expired medicines:** No expired medicines shall be kept in the hospital pharmacy. The Bidder should replace all the medicines 3 months prior to the date of expiry.

XII. IIT Guwahati reserves the right to invite the Drug Inspector to check/verify the medicine.

XIII. The pharmacy should stock at least 3 brands of each medicine in the outlet.

XIV. Infrastructure to be provided by IIT Guwahati: IIT Guwahati will provide rent free space for running pharmacy, free electricity, basic office furniture and refrigerator.

XV. Integrated software for prescription, recordkeeping, billing and printing invoices etc. shall be procured and deployed by the service provider from the first day of contract term. Prescription interface shall be made available by the service provider in each of the doctor's chambers, software must support both branded and generic drugs.

2.2 OPD procedures:

- (i) When the IIT Guwahati doctors/part time doctors (contractual/outsource) prescribe the medicines for the entitled patient (an employee of his/her dependent), a prescription will be sent to the pharmacy and available medicines are to be issued to them.
- (ii) **Issue of voucher/cash memo/bill:** A voucher/cash memo/bill is to be generated for every medicine issued and signature of the patient is to be obtained on the voucher/cash memo/bill.
- (iii) **Retention of voucher/cash memo/bill:** Both the prescription and the voucher/cash memo/bill stapled together are to be retained in the pharmacy.
- (iv) **Monthly report of computer entries:** Computer entries are to be made for every prescription issued with Si No, date, name, batch no, quantity, MRP (Including discount) of supplied medicines in the computer provided. The computer-generated monthly report for medicines issued should be filled every month and shall be verified by the Institute. The report /bill should show monthly item wise consumption of the medicines with price, batch, number, expiry date and quantity.

2.3 Indoor Procedure:

- (i) The pharmacy shall issue medicines against each indoor patient.
- (ii) The Bidder will be responsible for making of computer-generated voucher/cash memo/bill for medicine. Every medicine issued is to be recorded in the indoor register by the pharmacy on a daily basis and a signature of the nurse is to be obtained against each indoor patient in the register.
 - (iii) At the time of discharge of the patient from the IIT Guwahati hospital, voucher/cash memo/bill and receipts are to be generated against each patient by the pharmacy where signature of each patient is also to be collected. It is to be countersigned by the treating doctor.

GENERAL SERVICE CONDITIONS

General terms applicable to the services

01. Scope of work: Scope of work required is mentioned as below:

Providing round the clock Pharmacy Services

02. Period of contract:

03. The contract period for the work normally will be for 02 (two) years from the date of taking over the charge for providing the service.. The contract may be extended for 01(one) or more years up to maximum period of another 03 years under same terms and conditions and based on discounted rates in drugs.

04. Execution of work:

The Bidder shall be responsible to execute services specified as per terms and conditions specified in the agreement.

05. Requirement and deployment:

- (a) The Bidder shall be responsible for recruitment and deployment of staff. The staff so recruited and deployed shall be under the service provider's direct control/supervision in consultation with CMO, IIT Guwahati hospital.
- (b) No leave of any kind which may cause gap in duty shall be sanctioned to the staff members by the Bidder. Performance of duty by the staff without any gap must be ensured by the Bidder. The Bidder must make suitable arrangements in case of the absence of any staff.
- (c) Any change in the manpower deployment schedule must be made with prior permission of HoS, IIT Guwahati hospital.
- (d) The Bidder must comply with all the relevant labour laws. The Bidder shall recruit and deploy only those persons who are above the age of 18(eighteen) years. The successful Bidder shall obtain a license within reasonable time from the Director of Health Services, Government of Assam to run pharmacy at IIT Guwahati Hospital and submit a copy of the same to the HOS, IIT Guwahati Hospital.
- (e) That all intents and purposes the Bidder will be the "EMPLOYER" within the meaning of different labour legislations in respect of the staff for providing round the clock pharmacy service so employed and deployed.
- (f) The employees appointed by the Bidder for the above job shall have no rights to claim for absorption in the services of IIT Guwahati and shall also have no claim for continuation with the existing job if the Bidder is replaced.
- (g) The Bidder shall furnish a complete list of staff for deployment in IIT Guwahati along with complete addresses and other antecedents. The staff should not have any criminal or police cases and the Bidder has to verify the same in writing. The Bidder shall deploy only those whose antecedents have been verified by the police authorities.
- (h) A single duty shift will have a normal duration of 8(eight) hours and/or as per the existing government norms

- (i) The requirement of manpower stated in this tender document is tentative only and it may increase or decrease based on the necessity of the IIT Guwahati Hospital/Institute and will be conveyed to the Bidder accordingly. The decision of the Competent Authority of the Institute in regards to the changes/foreclosure of the contract and /or reduction of work shall be final and binding for which no disputes whatsoever shall be raised by the Service Provider.
- (j) Any changes in the services provided by the Service Provider must be discussed and agreed upon between IIT Guwahati and Service Provider and the same changes shall be incorporated by the Service Provider in the work without dilution of the responsibility of the Service Provider.

06. Salaries of deployed staff: The salaries of deployed staff should commensurate with their qualification and/or experience. The Bidder must ensure that the staff who comes under the purview of the Minimum Wage Act should get wages as per the Minimum Wages Act plus admissible DA/VDA, EPF (including EDLI), ESI & Bonus calculated at the prevailing rates. The Bidder should ensure that salary of deployed staff deposited in the bank account only, within the 7th day of each month through Electronic Cash Transfer.

07. Compliance with labour laws: The Bidder must comply with all statutory instructions under the labour laws, Government of India. The Institute will not be responsible for failure on the part of the Bidder to comply with the provisions of the labour laws. The Bidder shall be liable to pay basic minimum Wages along with variable dearness allowance as applicable within the meaning of Minimum Wages Act (As notified by the Regional Labour Commissioners Central, Guwahati) to his/her employees deployed at the IIT Guwahati. The Bidder shall extend PF, ESI and other benefits to its employees as per law and should claim the reimbursement from IIT Guwahati.

08. Discipline:

- (a) **Manner:** The Staff deployed by the Bidder should behave in a proper and courteous manner with all the members of the Faculty, Staff and students of IIT Guwahati and will be bound to observe all instructions issued by the Institute's Authority concerning general discipline and behavior, if any.
- (b) **Handing over charges:** All staff deployed by the Bidder in each shift should hand over the charges to the next staff on duty before leaving the pharmacy.
- (c) **Attendance register:** The Bidder should maintain an attendance register for all the employees deployed at IIT Guwahati hospital where daily attendance and execution of work will be recorded. The attendance register will be countersigned by the CMO/HoS (Medical) for verification, record and comment.
- (d) **Misconduct:** The staff deployed by the Bidder commits any act of omission or commission constituting misconduct or indiscipline, the Bidder will be liable and responsible to take disciplinary action against the staff as per the advice of HoS, Medical.
- (e) **Damage to property:** The Bidder shall be fully responsible for making good or making necessary payment/replacement for any loss or damage caused by their staff to any structures, properties etc. belonging to IIT Guwahati Hospital. Any

breakage of instruments or missing of instruments should be either replaced or the instrument repaired at the cost of the Bidder.

09. Safety measures:

- (a) The Bidder shall carry out all services in accordance with statutory requirement of safety regulations and other rules/act as applicable.
- (b) The Bidder or his/her representative must take immediate corrective measures whenever any unsafe conditions/practices are detected.
- (c) The Bidder or his/her representative shall report any accident to their staff in the hospital/pharmacy to appropriate authority and also to the Institute authority. The cause of all minor and or major accidents that occur in their job shall be reported and immediate remedial measures shall be taken to prevent recurrence of such accidents and also the responsibility solely lies on the Bidder. Uses of matchbox, lighters and smoking or other such acts, which may cause fire/accident are strictly prohibited.
- (d) Institute shall not be responsible for any injury to the staff deployed by the Bidder in course of their performing the duties or for payment of any compensation.

10. Entry passes:

(a) Staff:

- (i) The entry of personnel engaged for providing outsourced service into the IIT Guwahati campus will be given on the basis of the ID provided by the outsourcing agency.
- (ii) ID will be verified/authenticated by the Medical Section/Security Section or any other section as applicable. Verification for the same will be done on the basis of his/her native place identity i.e. Ration card, Voter ID, PAN card, police verification, etc. Copy of the same is to be deposited at the Security Office for Security purpose.
- (iii) Such personnel are expected to serve only in the areas mentioned in his/her ID.

(b) Vehicle entry:

Vehicle will have to stop at the gate and identify themselves and state their purpose of visiting the campus. A person from the vehicle has to make an entry in a register kept at the gate.

11. Penalty on non-performance of service

- (a) In case of prescriptions for specific brand of medicines, the same shall not be submitted without consulting the doctor. If any such case is noticed during scrutiny before or after the payment, then the outsourced pharmacy will be penalized with Rs 1000 + cost of the specific brand of medicines for each such default.
- (b) The prescribed medicines/drugs should be made available at the outsourced pharmacy within 24 hours of the presentation of prescription. Supply delayed by more than this time of any medicine should be intimated to the Institute doctors with proper justification otherwise this will attract appropriate penalty which would be levied by the Institute at its discretion.

12. Subletting of Contract

The Bidder shall not sublet or sub contract the pharmacy service at IIT Guwahati hospital.

13. Provision of infrastructure facility for staff of the Bidder:

(a) Facility to be provided by IIT Guwahati for free of charge

- (i) Pharmacy: A rent free space or room equipped with free electricity, basic infrastructures such as table and chair, shelves, refrigerator etc. shall be provided for pharmacy. Maintenance of all the basic infrastructure, including replacement of cartridge and papers, will be responsibility of the Bidder.
- (ii) Other basic amenities: Staff of the Bidder shall be allowed to use basic amenities available in the hospital such as water cooler, aqua guard etc.

(b) Facility to be provided by the Service provider:

- (i) **Use of own transportation system:** The Bidder shall arrange its own transport system for the staff.
- (ii) **Mobile phone facility to staff:** The Bidder shall at its own cost arrange mobile phone for all the staff deployed for smooth communication and timely performance of the services.

14. Interpretation of contract documents:

Except if and to extent otherwise provided by the contract, the provisions of the contract shall prevail over those of any other documents forming part of the contract. If there be any discrepancy, inconsistency, error or omission in the contract or any of them, the matter may be referred to Competent Authority, IIT Guwahati who shall give decisions and issue instructions to the Bidder directing in what manner the work is to be carried out. The decisions of the Competent Authority shall be final and conclusive and the bidder shall carry out work in accordance with this decision.

SCHEDULE IV
BASIC TECHNICAL DETAILS OF BIDDER AND DECLARATIONS

| Si No | Details required by IIT Guwahati | | Bidder's response |
|-------|----------------------------------|--|-----------------------|
| 01 | Bidder's particulars | | |
| | a) | Name of Bidder | |
| | b) | Postal address | |
| | c) | Telephone and Mobile No | |
| | d) | Fax No. | |
| | e) | Contact person | |
| | f) | E-mail address | |
| 02 | | Compliance with bid instruction and general terms and condition | Complied Yes/No/NA |
| | a) | As a token of acceptance and compliance to all the tender terms and conditions, a copy of duly signed tender documents comprising Schedule I to VIII (except Schedule V), with each page and sealed in an envelope superscribing it as tender documents and duly signed Schedule V, which is the price bid in a separate envelope superscribing it as price bid are being submitted. | |
| | b) | Bid Declaration duly signed and sealed in lieu of EMD submitted(as per format attached Annexure I | |
| | c) | PBG term accepted | |
| 03 | | Registration and license | |
| | a) | i. Registration/license under relevant Act to run pharmacy (copy enclosed) ii. Date of set up (proof enclosed) | |
| | b) | GST registration no | |
| | c) | Income tax return of FY 17-18, FY 18-19, FY 19-20 (copy enclosed) | |
| 04 | | No. of employee: copy of salary payment for the month of June, 2021 (documentary proof enclosed) | |
| 05 | a) | Total experience, in years, in running the pharmacy operation/ activities(proof to be enclosed) | |
| | b) | Special experience, in years (upto one decimal place), providing pharmacy service to PSUs/Institutions of national importance. (proof enclosed) | |

| | | | |
|----|----|---|--|
| 06 | | Turnover: Average annual turnover of last three financial year (supported by copy of audited balance sheet for FY 17-18, FY 18-19, FY 19-20 (copy enclosed) | |
| | a) | FY 2017-18 = Rs. | |
| | b) | FY 2018-19 = Rs. | |
| | c) | FY 2019-20 = Rs. | |
| 07 | | Additional certificate and credential if any | |
| | a) | Details of licensed pharmacist having B. Pharm/D. Pharm and their experience (proof enclosed) | |

Note: Claims made by the Bidder under serial no. 3 to 7, above, must be supported by relevant document/certificates. Otherwise claim shall be rejected.

SCHEDULE – V**PRICE BID**

Price bidding format for pharmacy services is given below

1. Cost of Medicine

| Si No | Particulars | Rate in percentage % |
|--------------|---|-----------------------------|
| 01 | Rate of discount in percentage of Maximum Retail Price (MRP) of all the medicine & consumables to be supplied | |

SCHEDULE- VI

EVALUATION PROCEDURE

Schedule VI comprises of Bid evaluation procedure for pharmacy services. Bids will be evaluated by the committee duly constituted for the purpose by the Competent Authority of the IIT Guwahati. Evaluation procedure as given below shall be followed.

Bidders fulfilling the minimum eligibility criteria as mentioned in clause no 03, schedule II in the tender document will qualify for evaluation of their price bids. The bidder offering the maximum discount will be considered as successful and will be awarded the contract.

In case of tie in maximum discount offered, the following criteria will be applied for the selection of successful for the award of the contract

- (1) The bidder having maximum number of years of experience in running the Pharmacy Operations/ activities as mentioned under Schedule-II clause 3(2) will be considered as the successful bidder.
- (2) If the tie still remains, then the bidder having more average annual turnover in last three financial years (as mentioned in Si No. 06 of Schedule IV) will be considered as the successful bidder.
- (3) If the tie still remains, then the decision of the Institute Authority will be final.

SCHEDULE VII

ANNEXURE - I

(to be printed in the letter head of the Bidder)

BID SECURITY DECLARATION FORM

Date: _____

To,
The Head
Medical Section
IIT Guwahati Hospital
IIT Guwahati-781039

I/We/ M/s _____(name) submitted the bid against the NIT (no. _____) towards providing round the clock PHARMACY SERVICES of IIT Guwahati Hospital, IIT Guwahati, Guwahati- 781039, declare that, if we withdraw or modify our bids either during the period of validity of bid or fail to execute the contract on award of the contract, we understand and agree that, our pharmacy/whole sale distributor/firm/agency/hospital will be debarred for the period of one year for further bidding of any tender of your Institute. Further, we agree that, your Institute is at liberty to intimate this debarment to all departments/organizations of government and governmental organizations.

Yours faithfully,

(Signature and seal of the Bidder)

ANNEXURE - II

Declaration:

We, the undersigned Bidder, having read and examined in detail all the bidding documents in respect of this Tender, vide Ref. No. IITG/MED/OUTSOURCE/NIT/5/2021 Date:23.07.2021, in respect of the pharmacy services, as a gesture towards our commitment for the services mentioned herein, do hereby declare as under:

1. We shall be the single point of contact for IIT Guwahati for the entire scope of the work as detailed in tender document.
2. We hereby agree to abide by all the terms and Conditions of this Tender.
3. We hereby agree to provide to IIT Guwahati, required assistance, consultancy and any services beyond the defined scope of work to resolve issues under critical and unforeseen situations.
4. We hereby indemnify the Institute (i.e. IIT Guwahati) for any failure on our part to comply with the provisions of the labor laws (GOI).

We hereby confirm that this undertaking is made in good faith and the aforesaid declarations are binding on us for the entire term of contract under the aforementioned Tender.

(Signature)

Authorised signatory of the Bidder

Name and Designation:

Place:

Office Seal:

Date:

ANNEXURE - III

**Details of Litigations / Ineligibility for corrupt or fraudulent practices
/ Blacklisted by IIT Guwahati**

(To be submitted on the Letterhead of the Bidder)

To
The Head
Medical Section
Indian Institute of Technology Guwahati
Guwahati 781039

Subject: Declaration for not being involved in any litigation, not being under ineligibility for corruptor fraudulent practices or not being blacklisted by any Government or Public Sector Unit.

Dear Sir,

We, the undersigned, hereby declare that

- We are not involved in any litigation with IIT Guwahati
- We are not under a declaration of ineligibility for corrupt or fraudulent practices
- We are not blacklisted by any of the Government or Public Sector Units.

Thanking you,

Yours faithfully,

(Signature of the Bidder)

Name:

Designation:

Date:

ANNEXURE - IV

Certificate of Near Relative

(to be submitted on the letter head of the bidder)

I _____ S/o _____
_____ resident of _____

hereby certify that none of my relative(s) as defined in the clause 12 (under Schedule II) of tender document is/are employed in IIT Guwahati Hospital. In case at any stage, it is found that information given by me is false/ incorrect, IIT Guwahati shall have absolute right to cancel my tender for pharmacy service and initiate legal proceedings.

(Signature)

Authorised signatory of the bidder

Name and Designation:

Place:

Office Seal:

Date:

SCHEDULE-VIII

(For prior information only)

PERFORMANCE BANK GUARANTEE

To
The Registrar,
Indian Institute of Technology Guwahati, Guwahati- 781 039

WHEREAS.....(Name of firm) hereinafter called "the Bidder" has undertaken, in pursuance of Contract Agreement No..... dated, 20.....to provide Pharmacy Services hereinafter called "the Contract Agreement".

AND WHEREAS it has been stipulated by you in the said order that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the Insurer performance obligations in accordance with the Contract Agreement.

AND WHEREAS we have agreed to give the Bidder a Guarantee: **THEREFORE, WE** hereby affirm that we are Guarantors and responsible to you, on behalf of the Bidder, up to a total of

..... (Amount of the Guarantee in Words and Figures)

and we undertake to pay you, upon your first written demand declaring the Insurer to be in default under the order and without cavil or argument, any sum or sums within the limit of

..... (Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until theday of.....20.....

Signature and Seal of Guarantors

.....
.....
.....

Date.....20....

Address:.....

.....
.....

All correspondence with reference to this guarantee shall be made at the following address: The Registrar,
Indian Institute of Technology Guwahati, Guwahati- 781 039, Assam.
Attention: Head of Section (Medical)