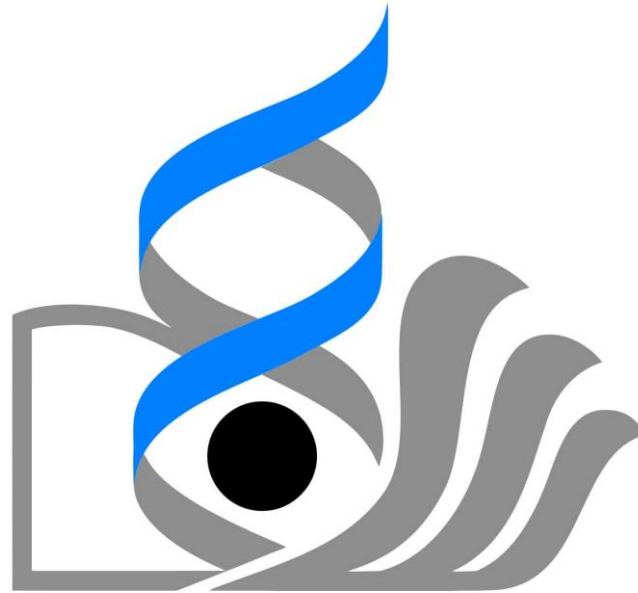


TENDER NOTICE FOR SUPPLYING MEDICINE

(Ref. No. IISER K/TENDER/MED_UNIT/140)

Date: 28.04.2021



IISER KOLKATA

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH (IISER) KOLKATA

**(An Autonomous institute established by Ministry of Education,
Government of India)**

**Mohanpur, Nadia - 741 246
West Bengal, India**

Website: www.iiserkol.ac.in Phone no. : 033 6136 0000 Extn. 1192

Important Dates

Sl. No.	Particulars	Date
01.	Date of bid circulation	28.04.2021
02.	Date of Pre-Bid meeting	04.05.2021
03.	Last date of bid submission	13.05.2021
04.	Date of Technical Bid opening	17.05.2021
05.	Date of Financial Bid opening	18.05.2021

Introduction

IISER Kolkata (Indian Institute of Science Education and Research (IISER) Kolkata) is an autonomous institution for higher education, governs under Ministry of Education, GoI. It's campus is situated at Mohanpur, Nadia (West Bengal). Institute is residential and around 1800 students reside in campus hostel. It has residential quarters inside campus for employees.

Institute is having its' own Medical Unit for primary health support. Medical Unit is managed by two permanent doctors, two visiting doctors and empanelled specialists (Ortho, Medicine and Eye) for consultation. Prescribed medicines (covered under CGHS) by above all doctors are supplied by Institute's Medical Unit by procuring from local pharmacies.

There is a need of medicine, medical items and equipments supplier arises to facilitate health care facilities properly to its' beneficiaries.

Requirement

- (1) Pharmacy to supply or make available all categories of quality medicines, medical items prescribed by above mentioned doctors.
- (2) As Medical Unit follows OPD hours and doctors are available during that period, supplier to remain available in that period to ensure availability of prescribed medicines.
- (3) Medicines which are sometimes not readily available, supplier to make sure that patient to get same within stipulated period.
- (4) As Medical Unit keep emergency medicines in stock for use in non-OPD hours, supplier should have to keep in stock of such medicines at Medical Unit.

Scope of contract

The average turnover per month for such medicine, medical items and equipments supply in the year of 2019 (Non_COVID Period) was Rs. 75,500.00(approx.) and in the year of 2020 (COVID Period) was Rs. 51,500(approx.)

Selection of vender through Rate Contract

This is a Rate contract Bid, the rate of which will be valid for a period of one year from the date of finalization of rate contract. The approx. quantity requirement is mentioned in the "scope of contract" section, which may increase or decrease based on the actual requirement time to time. The bidders are expected to quote their best rates of discounts for the items.

The rate contract will be based on the discount offered on the actual MRP (including all taxes and fixed by the manufacturer) of products by the medicine supplying agencies.

All the technically qualified participants will be allowed to be evaluated for financial bid. Following the submitted financial bid the agency who will offer the maximum discount on actual MRP (including all taxes and fixed by the manufacturer) of the medicines, will be awarded the contract for supplying medicine and other medical items as and when required. After that a panel of three agencies among the rest, will be prepared based on the discount offering table (where the maximum discount offering agency will be given the priority).

If the agency who will get the contract for supplying, fails to supply a product at any point of time during the contract then according to the panel agencies may be offered to supply the same following the discount offered in the contract and finalized in the financial bid.

The bidders can't withdraw their bid after opening of technical bid, within the minimum bid validity period of 365 days. Withdrawal or non-compliance of agreed terms and conditions will lead to invoking of penal provisions, forfeiting security deposit and may also lead to blacklisting.

Process of participation in bidding

The bidder intending to participate in the bid is required to visit IISER Kolkata website tender module. Link for the same is given below:

<https://www.iiserkol.ac.in/web/en/announcements/tender/>

It will be a two bid system, consisting of - i) Technical bid ii) Financial bid. The applicants will have to submit both the technical bid (with all supporting documents) and the financial bid.

Where the technical bid will be consisting of the company profile along with all supporting documents. In the financial bid, the medicine supplying agencies will have to mention the discount, which they will wish to offer the Institute on the actual MRP (including all taxes and fixed by the manufacturer) of medicines.

After the technical evaluation of the applications, only the technically qualified agencies will be allowed to be evaluated for financial bid.

The bidder can undertake the necessary preparatory work off-line and then the same along with all supporting documents should be sent in two separate sealed envelopes to the Institute before the closing date **(13.05.2021)** of bid submission. The envelope should be super scribed as below:

**TECHNICAL BID FOR RATE CONTRACT OF SUPPLYING MEDICINE
REF. NO. IISER K/TENDER/MED_UNIT/140 DATE: 28.04.2021**

FROM,

.....
.....

**TO,
THE MEDICAL OFFICER
IISER KOLKATA
MOHONPUR, NADIA – 741246
WEST BENGAL, INDIA**

**FINANCIAL BID FOR RATE CONTRACT OF SUPPLYING MEDICINE
REF. NO. IISER K/TENDER/MED_UNIT/140 DATE: 28.04.2021**

FROM,

.....
.....

**TO,
THE MEDICAL OFFICER
IISER KOLKATA
MOHONPUR, NADIA – 741246
WEST BENGAL, INDIA**

Note: No price information to be furnished in the Technical bid.

List of Documents to be submitted along with Technical Bid

- Copy of valid Trade license
- Copy of valid Pharmaceutical/Drug license
- Copy of the GST registration Certificate
- Copy of PAN
- Copy of IT returns for the financial years 2018-19, 2019-20, 2020-21(if submitted).

Opening of Technical and Financial Bid

The date of technical bid and financial bid opening is published in advance.

The opening of the technical bid and the financial bid shall be done by the nominated Tender evaluation committee of the Institute.

The bidder shall be responsible for proper submission of all relevant documents. The Tender Inviting Authority shall not be held liable for errors or mistakes done while submitting the bid.

Evaluation of Bid

The evaluation of bids will be done by the nominated Tender Evaluation Committee of the Institute.

The Tender Evaluation Committee may also verify the veracity of claims in respect of the known performance of the item(s) offered, the experience and reputation of bidder in the field, the financial solvency etc.

The Financial Bids of those firms qualified in the detailed scrutiny and evaluation of the Technical bid conducted by the Technical Evaluation Committee/Tender Inviting Authority shall be opened in the second round.

Discount offered on MRP(including all taxes) of the product in the Financial Bid by the agency who will be awarded the contract, shall be fixed during the period of the contract and not subject to variation on any account.

There shall also be no hidden and extra costs for door step delivery at the Medical Unit of the Institute.

Bidders in no way can alter/modify the financial bid, if so he is liable for disqualification. No bidder shall be allowed at any time on any ground,

whatsoever it may be, to claim revision or modification in the discount rates quoted by him except any change made by the Government.

Award of Contract

The contract will be awarded to the highest evaluated responsive bidder qualifying to the final round/financial bid opening after scrutiny of the technical bid.

However, for empanelment of other technically qualified suppliers may be asked through negotiation to match with the H1 discount for supply of the item. Subsequently orders can be given to H2, H3, H4 suppliers at H1 rate in case of failure of the contract awarded supplier, the non supply portion of the order can go to the suppliers who are on the panel for supplying and in the event H2, H3, H4 suppliers also failing, the orders can be placed to any other suppliers willing to supply at H1 rate.

Note: "H1" - is the highest discount offered in the financial bid. H2, H3, H4 etc. are following the decreasing order of discount offerings.

Signing of Contract

The successful bidder shall execute an agreement in a format which will be provided to the successful bidder along with the letter of intent for ensuring satisfactory supply and after sales support.

Payment

No advance payments towards cost of items will be made to the bidder.

Payments will be made fortnight basis on receipt of proper invoice/bills.

Where there is a statutory requirement for tax deduction at source, such deduction towards income tax and other taxes as applicable will be made from the bills payable at rates as notified by the Government from time to time.

Instructions to applicants

- The term "Institute" in the whole document refers to IISER Kolkata.
- All tender documents can be downloaded free from the website <https://www.iiserkol.ac.in>
- The Institute reserves the right to strengthen or relax any of the terms and condition as deemed fit by the Competent Authority of the Institute from time to time.
- The contract will be initially given for one year, which may be extend for further **three** more years based on satisfactory performance of the supplying agency.
- The Institute reserves the right to cancel the tender or nullifying the contract (if issued) at any point of time if found non satisfactory and in the benefit of the Institute without assigning any reason thereof to the agencies. No compensation will be given by the Institute in such cases.
- Tenderers who have been blacklisted/ debarred by tender inviting authority or by any other State Government or Central Government department/ Organization shall not be allowed to participate in the tender process during the period of blacklisting / debarment.
- The tenderer should read this document very carefully and comply with the instructions / terms / conditions therein. Any tender which does not confirm with the instruction / terms / conditions therein is liable to be rejected without any reference.
- No tender will be accepted after prescribed closing time for bid submission. The delay will not be condoned for any reason whatsoever including postal/transit delay. However, if the last date of submission of tender is declared as a holiday by the Government, the last date of submission of tenders will be extended to the next working day.

Pre-Bid Meeting

A pre-bid meeting will be convened to clarify the doubts of the prospective bidders. The Tender Inviting Authority may or may not amend the terms and conditions as well as technical specifications of the bid document after the pre-bid meeting on the basis of feedback obtained during such meeting with a view to obtain maximum number of competitive bids.

Date of pre-bid meeting is mentioned in the "important dates" section.

Pre-bid meeting is called by the Tender Inviting Authority to explain briefly about the requirements as well as the terms and conditions of the bid document and to get the views of the prospective bidders, or any clarifications sought by the

prospective bidders on bid terms & conditions / specifications etc., as part of ensuing transparency in the bid process.

It is an opportunity for the prospective bidder to obtain all the details about the bid able items, conditions governing the bids and also to get the explanation of any ambiguous condition that may be present in the bid document.

It is also an opportunity for the Tender Inviting Authority to assess the market and obtain feedback on the technical specifications/features etc requested by the User Institution/funding agency, so as to make amendments in the bid document on the basis of expert advice.

Failure to attend the Pre-bid meeting will not be a disqualification, but a loss of opportunity for the prospective bidders to understand about the items bided and the bid conditions.

Amendment of Bid Documents

At any time prior to the dead line for submission of Bid, the Tender Inviting Authority may, for any reason, modify the bid document by amendment and publish it in IISER Kolkata website. The Tender Inviting Authority shall not be responsible for individually informing the prospective bidders for any notices published related to each bid. Bidders are requested to browse IISER Kolkata website/tender portal for information/general notices/amendments to the bid document etc. on a day to day basis till the bid is concluded before submission of bid.

Performance Security

The supplying agency (who will be awarded the contract) will have to submit a Performance Security of Rs. 18,540(which is 3% value of the last year approximate consumption of the Institute) to the Institute within fifteen days of accepting the letter of intent. The same will remain deposited with the Institute as interest free component till the contract is valid.

Sd/
MO, Medical Unit
IISER Kolkata