

**National Institute of Technology Sikkim**  
Ravangla South Sikkim - 737139

Tender No: 372/ NITS/Admin /Empanelment of Medicine/18-19/255

Date: 13/12/2018

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**Notice Inviting Quotations for empanelment of pharmacy shops for supply of Medicines and Consumable Medical Items at Medical Unit, NIT Sikkim, Ravangla Campus, South Sikkim.**

<b>NIQ SUMMARY</b>	
<b>Bid System</b>	<b>Single Bid</b>
<b>NIQ Floating Date</b>	<b>14-12-2018</b>
<b>Closing Date &amp; Time for submission of bid</b>	26-12-2018 (5 PM)
<b>Opening Date &amp; Time of technical bid</b>	27-12-2018
<b>Place of opening of bid</b>	Medical Unit, National Institute of Technology Sikkim, Ravangla Campus, South Sikkim, 737139
<b>Bid should be addressed to</b>	<b>Registrar</b> National Institute of Technology Sikkim Ravangla Sub-Division Ravangla Campus, South Sikkim, Sikkim, PIN-737139, INDIA
<b>For any clarification</b>	<a href="mailto:registrar.office@nitsikkim.ac.in">registrar.office@nitsikkim.ac.in</a> <a href="mailto:medicalunit@nitsikkim.ac.in">medicalunit@nitsikkim.ac.in</a>

**Scope of Works:** Supply of Medicines and Consumable Medical Items.

**Terms & Conditions:**

- Number of empanelled vendor:** NIT Sikkim can empanel one or multiple vendors based on requirement and availability of Medicines & Consumable Medical items and can cancel the empanelment process any time even after providing empanelment order without giving any reason and can purchase Medicines & Consumable Medical items from any other vender or from open market.
- Contact Nos./E-mail IDs** of Authorized persons of the firm must be given on each envelop.
- Validity:** The bid should be valid for acceptance for a period of 90 Days after closing date of Tender. The Bidders should be ready to extend the validity, if required.
- Quoted price:** Supplier must mention percentage (%) of discount on MRP including all taxes (GST) for Medicine & Consumable Medical items. Bidder cannot change percentage (%) of discount on MRP during empanelment period. NIT Sikkim will not pay any transportation charge for supply.

5. **Bidder must submit the copy of (a) Valid Trade License and Firm registration certificate clearly mentioning authorization to supply medicines and consumable medical items (b) GST Registration Certificate. All these documents must be in relevant trade. (c) PAN of the firm or proprietor.** All the above documents must be of the bidding firm. No documents of any other sister concern or principal company is acceptable. Authorization obtained from other firms will NOT be acceptable and such bid(s) shall be rejected.
6. **Contract Period:** Empanelment will be initially for one year or suitable period, decided by the competent authority of NIT Sikkim. Extension may be given based on satisfactory services and approval from the competent authority of NIT Sikkim.
7. Supplied Medicines must have at least 11 months validity of expiry date from the date of delivery. For some specific situation and manufactures, concern authority may adjust expiry date. It is the sole responsibility of supplier / bidder to ensure that the medicines & consumable medical items delivered are not of expired date.
8. **Medicines & Consumable Medical items order details:** Bidder has to supply within 10 days of PO and as per quoted Percentage (%) of discount on MRP including all taxes (GST). Bidder cannot demand/claim any minimum order for any one item or for all items or any financial or any type of support from NIT Sikkim.
9. **Only invoices with serial numbers and printed with GST Number shall be accepted.**
10. Payment shall be made by cheque or online transfer only after the delivery of **ALL** the Medicines & Consumable Medical items against the Purchase Order from time to time. Advance or partial payment will not be made.
11. **Return of Medicines & Consumable Medical items:** NIT Sikkim can return any Medicines & Consumable Medical items, if the items are not delivered according to Purchase Order, if found expired if any medicines have validity of expiry less than above minimum expiry period. Vendor has the responsibility to take return Medicines & Consumable Medical items from NIT campus and for the same, vendor cannot claim /demand any financial support or any other support from NIT Sikkim.
12. Bidder shall face legal action and shall be block listed from NIT Sikkim in case it is found that supplier has supplied counterfeit medicines.
13. **Liquidated Damage:**

If the bidder fails to deliver any or all the Medicines & Consumable Medical items within the period, then liquidated damage will be applicable as below:

  - i) Delay up to 15 days: 01%
  - ii) Delay exceeding 15 days and up to one month: 02%
  - iii) Delay exceeding one month: 04%

If supplier fails to supply within 2 months of PO date then NIT Sikkim can terminate the contract or even can black list supplier.

14. **Amendment of Bidding Documents:** NIT Sikkim can change/edit terms & condition or can published corrigendum any time. This is the responsibility of the Bidder to follow NIT Sikkim's website ([www.nitsikkim.ac.in](http://www.nitsikkim.ac.in)) time to time for any changes. NIT Sikkim will not be responsible for ignorance of corrigendum.

**Registrar**

**National Institute of Technology, Sikkim**

Ravangla, South Sikkim, PIN 737 139

E-Mail:-[registrar.office@nitsikkim.ac.in](mailto:registrar.office@nitsikkim.ac.in)

[medicalunit@nitsikkim.ac.in](mailto:medicalunit@nitsikkim.ac.in)

**Bidding Firm (Bidder Profile)**

<b>S. No.</b>	<b>Particulars</b>	<b>Information</b>
1	Name of the Firm / Agency	
2	Complete Postal Address with Tel. No., Fax/Email	
3	Date of Establishment: Experience (in years)	
4	Registration details with concerned authority	
5	Name of the contact person Mobile no (Office) Mobile no (Home) e-mail Id	
6	GST Registration No (please enclose a copy of GST Registration).	
7	PAN card No: Pharmacy License No:	

**Price Bid Format for Medicines & Consumables Medical items**

<b>SI No</b>	<b>Groups Details</b>	<b>Overall % of Discount on MRP or on Printed Price (Including all Taxes)</b>
<b>1</b>	<b>Medicines</b>	
<b>2</b>	<b>Consumable Medical items</b>	

<b>Bank Details</b>		
<b>S.No</b>	<b>Particulars</b>	<b>Information</b>
1.	Firm (Beneficiary) Name	
2.	Complete Bank Account No. of the Firm [beneficiary]. [In case of change in bank account vendor should write to Account Office]	
3.	Bank Name	
4.	Bank Address	
5.	IFS Code no	

We undertake that all information provided above is correct and NIT Sikkim will not be responsible in case of any error on the part of firm.

## **Undertaking**

**To**

**The Director**

**NIT SIKKIM**

**Sub:** Undertaking for *(Tender No: 372/ NITS/Admin /Empanelment of Medicine/18-19/255)*

Dear Sir,

This is to undertake that I/We M/S....., of (name of firm) have read all the terms and conditions, specifications etc. of the above mentioned Tender document and I/We fully understood all of them and I/We are fully aware of its implications. We undertake that if I/We were empanelled, I/We will abide by all the terms and conditions of the Tender and supply all the items to the satisfaction of the institute authorities.

Signed by

(Name)

Authorized Signatory of M/S.....

Official Stamp

Date:

Place: