

Central University of Tamil Nadu

Neelakudi Campus

Thiruvavur - 610 005

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**EMPANELMENT OF SUPPLIERS FOR SUPPLY OF VARIOUS
MEDICINES AND OTHER MEDICAL CONSUMABLES AT HEALTH
CENTRE, CUTN**

Tender No : 2021-22/14
Tender Date : 17.11.2021
Last Date of submission : 08.12.2021 (3.00 PM)
Tender Opening Date : 08.12.2021 (4.00 PM)



तमिलनाडु केन्द्रीय विश्वविद्यालय
(संसद द्वारा पारित अधिनियम 2009 के अंतर्गत स्थापित)
CENTRAL UNIVERSITY OF TAMIL NADU
(Established by an Act of Parliament, 2009)

नीलक्कुडी परिसर/Neelakudi Campus, कंगलान्चेरी/Kangalancherry, तिरुवारूर/Thiruvarur- 610 005.
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Tender No.2021-22/14

17.11.2021

EMPANELMENT OF SUPPLIERS FOR SUPPLY OF VARIOUS MEDICINES AND OTHER MEDICAL CONSUMABLES AT HEALTH CENTRE, CUTN

Central University of Tamil Nadu, Thiruvarur is interested to empanel the suppliers for supply of Medicines and other Medical Consumables for a period of one year, further extendable on yearly basis, with the reputed pharmaceutical companies/ authorized distributors and stockiest nominated by the pharmaceutical companies. The empanelment may be extended by one more year, if the performance of the supplier is satisfactory. Decision of the University authorities will be final and binding in this regard. Interested pharmaceutical companies/ distributors and stockists are, requested to submit their application as per **Annexure A-1** along with percentage discount on MRP/PTR for the medicines under Generic Medicine/ Branded or Non-Generic Medicine Proprietary Drugs/ Consumables/ Vaccines/ Proprietary items under DPCO manufactured by the companies as per **Annexure A-2** on or before **08.12.2021 till 03:00 PM**. Tender document can be downloaded from our University website www.cutn.ac.in or the CPP portal.

REGISTRAR

ELIGIBILITY CRETERIA

1. The Chemist / Firm must hold **valid drug License** as on date of Bid opening.
2. The Bidding firm should be in existence for minimum period of 3 years (Enclose Certificate of Incorporation/ Registration of pharmacy/chemist/firm).
3. Copy of the **PAN Card** of the firm. The firm should submit the attested copies of Sales Tax / GST Registration/PAN/TAN No/**GST No.**
4. The Chemist / Firm should not have been convicted by any Drugs Control Authority and no case should be pending under the Drugs and Cosmetics Act and Rules. The Chemist / Firm must not be blacklisted/Suspended or any service related dispute with any Govt. Organisation/Semi• Govt. Organisations/ PSU/Private institutions/ various Banks in India or outside India. **Annexure A-3.**
5. The Chemist / Firm should accept Tender Terms & Conditions• **Annexure A-4.**
6. The Chemist/ Firm's Average Annual Business Turnover for last Three financial years ie. 2017-18, 2018-19 and 2019-20 should not be less than Rs. 25 Lakhs Per annum. (Enclose copy of Audited Profit & Loss Statement Certified by Chartered Accountant).
7. The Chemist / Firm should have submitted filed ITR for last Three years i.e. A.Y. 2018-19, 2019-20 and 2020-21.
8. The application processing fee of **Rs.500/-(Non-Refundable)** must be submitted along with application by demand draft in favour of “Central University of Tamil Nadu” payable at Thiruvarur.

SUBMISSION OF OFFER:

1. The tender will be rejected if any one of the above documents is not furnished along with the tender document.
2. The Quotation **MUST BE ENCLOSED IN SEALED COVER** superscribing Tender number /due date & should reach the Registrar, Central University of Tamil Nadu on or before due date mentioned in the tender notice. If the quotation cover is not sealed, it will be rejected. In case due date happens to be holiday the tender will be accepted and opened on the next working day.
3. The application along with supporting documents should be submitted in envelope duly sealed and super scribed with tender number, name of the item and tender due/Last date, must be forwarded to the Registrar , Central University of Tamil Nadu, so as to reach on or before the due/Last date

4. The bid can be submitted in person or through post/courier so as to reach on or before the due date and time. CUTN, Thiruvarur shall not be responsible for any postal delays or any other reason for not submitting the bid in the specified time and resulting in disqualification / rejection of any bid
5. The medicines should be supplied as per mentioned & approved brands by CUTN, Thiruvarur Health Centre authorities.

BID OPENING PROCESS:

The Technical Bid will be opened in the first instance in the presence of representatives of the bidders at CUTN, Thiruvarur.

One authorized representative of each of the Chemist / Firm would be permitted to be present at the time of aforementioned opening of the bids.

CANCELLATION OF TENDER:

1. Notwithstanding anything specified in this tender document, Purchaser / CUTN, Thiruvarur in his sole discretion, unconditionally and without having to assigned any reasons, reserves the rights:
 - a) To accept OR reject lowest tender or any other tender or all the tenders.
 - b) To accept any tender in full or in part.
 - c) To reject the tender offer not confirming to the tenders terms.
 - d) To give purchase preference to Public Sector undertakings when applicable as per Govt. Policy/ Guidelines.
2. Conditional Tenders and Unsigned Tenders will also be rejected.

VALIDITY OF THE OFFER: 365 Days from the date of opening of the Technical bid.

TRANSFER AND SUBLETTING: The seller shall not sublet, transfer, assign or otherwise part with the acceptance to the tender or any part thereof, either directly or indirectly, without the prior written permission of the Purchaser.

EVALUATION OF OFFER:

- 1) The Agency/Firm that would offer the maximum discount on MRP of medicines, drugs, consumables and other hospital items shall be selected and awarded the contract.
- 2) The bidders fulfilling the eligibility criteria will be considered for evaluation of their technically and commercially acceptable offers. Further, the proposals found suitable/appropriate will be considered for empanelment. Mere fulfilling the eligibility criteria does not imply consideration for empanelment.

- 3) Offer which deviates from the vital conditions (as illustrated below) of the tenders shall be rejected:
- a) Non submission of complete offers.
 - b) Receipt of offers after due date and time and or by email / fax (unless specified otherwise).
 - c) Receipt of offers in open condition.

AMENDMENT OF BIDDING DOCUMENTS:

At any time prior to the deadline for submission of bids, CUTN, Thiruvarur may, for any reason, whether on its own initiative or in response to the clarification request by a prospective BIDDER may modify the bid document.

All prospective BIDDER who have downloaded the bidding document may visit CUTN, website for amendments / modifications which will be binding on them.

SCOPE OF WORK:

The empaneled Pharmacy will supply medicines, drugs or any other Hospital related items as prescribed by the University Medical Officers and supply the same at the CUTN, Thiruvarur Health centre of the University.

CUTN, Thiruvarur will not provide any labour/person to outsourced pharmacy. It shall be the responsibility of the Agency to supply the medicines, drugs & Hospital items at CUTN Thiruvarur at its own cost and responsibility. The Agency shall depute its manpower for collecting the requisition on fortnight basis i.e. twice in a month. After receipt of the requisition the medicines, drugs & Hospital items are to be supplied within 3 working days at CUTN, Thiruvarur.

The medicines should be supplied as per mentioned & approved brands by CUTN, authorities.

COMMERCIAL BID:

- 1) Bidders are requested to offer the discount in the Commercial Bid for supply of medicines, drugs or any other Hospital related items.(Annexure -2)
- 2) The packing, forwarding, freight and transit insurance charges or any other cost/charge, if any must be included in the price and should not be claimed separately.
- 3) Price bids of only technically short-listed tenderers shall be opened.
- 4) Educational discount, if any, should be clearly mentioned.

AWARD OF CONTRACT:

1. The University may empanel more than one Agency at its discretion.
2. CUTN, Thiruvarur reserves the right to reject or accept the highest discount offering Bid or any Bid and also reserves the right of accepting the whole or any part of the Bid and Bidder shall execute the scope of work.
3. The empaneled pharmacy will be abided by all the Terms & Conditions of the Tender Document.
4. The empanelment of pharmacies is initially for the period of one year and may be extended further for two years, if their performance found satisfactory.

5. The services of the empaneled pharmacy will be reviewed by committee during contract period and CUTN, Thiruvarur reserve right to add or delete bidders in rate contract based on performance if necessary without intimation.
6. The Agency offering highest discount shall be preferred for issuance of orders. If more than one agency offer the same discount then it will be the discretion of the University to issue orders at its own preference.

BID Security Declaration:

1. The bidder should provide the Bid Security Declaration (Format as per Annexure - V) with the technical bid of tender documents. Tender submitted without Bid Security Declaration will be summarily rejected.
2. If the quality of medicines/consumables/pathological kits products and services provided is not found satisfactory, CUTN, Thiruvarur reserves the right to cancel or amend the contract without notice

TERMS OF PAYMENT:

The selected empaneled Pharmacy shall present the consolidated Bill together with requisition on monthly basis duly certified by the University Doctor to the University Administration. Payment shall be made within 10 days of receipt of the Bill.

PENALTY:

In the event of any breach of any of the terms & conditions of the contract or bidder neglects, delays or fails to perform the contract, CUTN, Thiruvarur reserves rights to forfeit the security deposit. The security deposit shall not bear any interest.

SECURITY DEPOSIT:

All the empaneled vendors should submit Security Deposit amounting to Rs. 10,000/- (Rs. Ten Thousand only) in the form of Demand Draft from a scheduled bank in India drawn in favour of “Central University of Tamil Nadu” payable at Thiruvarur.

Security Deposit will be returned to the empaneled vendor/s without any interest, whatsoever, after completion of empanelment period.

LOSS, DAMAGE & SHORTAGE:

CUTN shall not be responsible for any loss, damage and shortage during transit. Payment shall be made for materials received full and in GOOD CONDITION only.

The supplier has to take back the expiry medicines. Supplied medicines should have expiry period preferably one year but not less than six months

FORCE MAJEURE: Force Majeure will be accepted on adequate proof thereof.

In the event of any dispute over this contract, CUTN, Thiruvarur decision shall be final and binding.

**APPLICATION FORM FOR EMPANLEMNT OF SUPPLIERS FOR
SUPPLY OF VARIOUS MEDICINES AND OTHER MEDICAL
CONSUMABLES AT HEALTH CENTRE, CUTN**

Details of the Bidders		
1	Name of the Bidder with designation	
2	Name of the Firm/Agency	
3	Address of the Bidder	
4	Status of the Chemist/Pharmacy	
5	Details of incorporation of the Chemist/Pharmacy Date of Incorporation Ref. of the incorporation Document (Enclose Copy)	
6	Valid GST No.	
7	Permanent Account No.	
8	Details of Annual Turnover of the firm as evident from the AuditedStatement	
	FY 2017-18	
	FY 2018-19	
	FY 2019-20 -	
9	Name & Designation of the Contact person to whom all references shall be made regarding this tender	
10	Telephone No. (with STD Code)	
11	Mobile No. of contact person	
12	Email ID of the Firm/Agency/Authorised person	
13	Fax No. (If Any)	
14	Provide similar references of already registered/empanelled with Central/State Government organization, Institutions etc.,	Attach documentary proof

**Enclose Copies of the necessary documents (GST, PAN, INCORPORATION
TESTIMONIAL etc.)**

COMMERCIAL BID

To,

The Registrar
CUTN,
Thiruvarur

Date:

1. I / We offer to supply branded medicines/drugs, hospital items of certified reputed Companies as prescribed by the Thiruvarur, Medical Officers, CUTN and dispense the same to the CUTN, Health centre on Door to delivery basis at the rates in percentage given below:•

Uniform Discount on the Maximum Retail Price (M.R.P) Offered by me/our Firm shall be:

S.No	Medicines/ Item Descriptions / Category	Discount on MRP in percentage (in figures)	Discount on MRP in percentage (in figures)
1.	Generic Medicines		
2.	Branded / Non- Generic Medicines		
3.	Hospitals Consumables like syringes, Needles, Cotton, Gauze rool etc.		
4.	Vaccines		

Note: The Medicine / item description / Category shall be decided by the University.

2. I/We undertake to keep the above quoted rate of discount on the Printed Maximum Retail Price on all items stocked and dispensed valid till the duration of this contract/extension of contract.
3. I/We also undertake that the medicines/ drugs shall be supplied as per the prescription and as per the contract/extension of contract and no “Substitute Medicines/Drugs” will be stocked/ dispensed.

Place:

GST Registration No:

Date:

Signature:

Name:

Office Address: Affix Rubber Stamp

DECLARATION REGARDING CLEAN TRACK
Declaration of Clean Track Record (On Company / firm's Letterhead)

To,

The Registrar
CUTN,
Thiruvarur

Date :

Sir,

I/we carefully gone through the Terms & Conditions contained in the above referred RFP. I/we hereby declare that my company / firm is not currently debarred / black listed/convicted by any Government / Semi Government Organizations / Institutions in India like Drugs Control Authority and no case should be pending under the Drugs and Cosmetics Act and Rules or abroad. I/we further certify that I'm competent officer in my company /firm to make this declaration.

Or

I/we declare the following

No.	Country in which the company is debarred / blacklisted / caseis pending	Black listed / debarred by Government / Semi Government Organizations / Institutions	Reason	Since when and for how long

(NOTE: In case the company / firm was blacklisted previously, please provide the details regarding Period for which the company / firm was blacklisted and the reason/s for the same)

Yours faithfully

(Signature of the bidder)Printed Name
Designation
Seal Date:
Business Address:

DECLARATION FOR ACCEPTANCE OF TERMS AND CONDITIONS
(On Company / firm's Letterhead)

To,

The Registrar
CUTN,
ThiruvapurSir,

Date:

I/we carefully gone through the Terms & Conditions as mentioned in the above referred Tender document. I/we declare that all the provisions of this Tender are acceptable to my company. I /we further certify that I'm an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the
bidder)Printed Name
Designation
Seal
Date :
Business Address :

MANDATE FORM FOR PAYMENT THROUGH EAT MODULE IN PFMS**DETAILS OF ACCOUNT HOLDER:**

Name of the Vendor/Beneficiary	
Name of the Bank	
Account Number	
IFSC Code	
PAN Number	
GST Number (if applicable)	
Address (Including City, Pin code etc.)	
Mobile No./email id	

I hereby declare that the particulars given above are correct and complete.

DATE:

SIGNATURE

BID SECURITY DECLARATION FORM

(In lieu of EMD, as per the directions of MOF,DOE, GOI. OM No.F.9/4/2020-PPD dated 12.11.2020)

Date: _____

Tender No. _____

To

The Registrar,
Central University of Tamil Nadu,
Thiruvavur.

Sir/Madam,

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am/We are in a breach of any obligation under the bid conditions, because I/We

- (a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- (b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signature: _____

In the capacity of: _____

Name: _____

Duly authorized to sign the bid for an on behalf of M/s. _____

Dated on _____ day of _____ (insert date of signing)

Corporate Seal:

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)