

भारतीय सूचना प्रौद्योगिकी,  
अभिकल्पना एवं विनिर्माण संस्थान, कांचीपुरम

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,  
DESIGN AND MANUFACTURING, KANCHEEPURAM**

Melakottaiyur, Chennai – 600 127, Tamil Nadu, India.



**NOTICE INVITING TENDER  
SUPPLY OF MEDICINES & CONSUMABLES ON  
ANNUAL RATE CONTRACT AT IITDM  
KANCHEEPURAM**

**Subject: INVITATION OF TENDER FOR LOCAL CHEMIST FOR THE PURCHASE OF MEDICINES/DURGS, SURGICAL CONSUMABLES & DRESSINGS FOR THE PERIOD OF ONE YEAR FOR IIITDM PRIMARY HEALTH CARE CENTRE, CHENNAI THROUGH BOX TENDER**

Tenders are invited by the Registrar, IIITDM Kancheepuram, Chennai – 600127 from reputed and experienced local chemists to supply Medicines/Drugs (Allopathic), Surgical consumables and dressings etc. for IIITDM Primary Health Care Centre, IIITDM Campus, Chennai 600127.

The indicative critical date and other details are as below.

SR. NO.	PARTICULARS	DETAILS
1.	Name of Work	Supply of Medicines/Drugs (Allopathic), Surgical consumables and dressings etc. in IIITDM Primary Health Care Centre, IIITDM Campus, Chennai 600127
2.	Period of work	01 year (Extendable annually for TWO more years)
3.	Tender No. & date	IIITDMK/2025-26/GSS/ENQ/Medicines/09 dated 18 <sup>th</sup> February 2026
4.	Type of Tender	Box- Tender located at Administration Building, Ground Floor, IIITDM Kancheepuram
5.	Pre-Bid Meeting (Date & Time)	26.02.2026 12:00 hrs
6.	Bid submission date and time	06.03.2026 15:00 hrs
7.	Bid opening date and time	06.03.2026 16:00 hrs
8.	Bid Validity	180 days
9.	Expected Value (approx.)	Rs. 12,00,000 /- approx. per annum
10.	EMD	Rs. 36,000 /- in the form of DD/Banker's cheque in favor of Registrar, IIITDM Kancheepuram
11.	Security Deposit	Rs. 36,000/- in the form of a Demand Draft in favour of Registrar, IIITDM Kancheepuram

**IMPORTANT NOTES: -**

- All communications are to be addressed in the name of the Registrar, IIITDM Kancheepuram, only and not in the name of any officer, and emails have to be sent to the official email ID [gss@iiitdm.ac.in](mailto:gss@iiitdm.ac.in).
- The right to suspend the tender process or part of the process, to accept or reject any or all the tenders at any stage of the process and/or to modify the process or any part thereof at any time without assigning any reason thereto vests with IIITDM Kancheepuram without any obligation or liability whatsoever.
- Detailed tender notice can be downloaded from the website of the Institute at: <https://www.iiitdm.ac.in/tender>



**Registrar**  
**IIITDM Kancheepuram**  
भारतीय सूचना प्रौद्योगिकी अभिकल्पना एवं विनिर्माण संस्थान, कंचीपुरम  
Indian Institute of Information Technology Design and Manufacturing, Kancheepuram  
भा.सु.प्रौ.सं.अ.एवं.वि.सं.-कंचीपुरम / IIITDM-Kancheepuram  
मेलक्कोट्टैयूर, चेन्नई / Melakottaiyur, Chennai-600 127.

## SCOPE OF WORK

The empaneled chemist to be known as Authorised Local Chemist (ALC) will supply Medicines/Drugs and surgical items (Consumables and Dressing) etc., essential for IIITDM beneficiaries on a requirement basis at the agreed uniform rate of discount on MRP (Maximum Retail Price inclusive of all taxes) to the IIITDM Primary Health Care Centre, Chennai.

### **A. Critical dates and Other details:**

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### **B. Eligibility Criteria:**

- The bidder must have been in the Local trade of Medicine/drugs with a minimum experience of 3 years.
- The Bidder must have a valid Drug License for the retail druggist/chemist as per the Drugs and Cosmetics Act
- Valid GST Number.
- Minimum Average Annual Turnover of firm should be **Rs. 24 Lakhs** for **last 03 Financial years**.
- There should be no case pending under the Drugs & Cosmetics Act & Rule there under as well as under Drug price control order against the firm during last three years, Self declaration must be furnished in this regard.
- The supplier must have branch shop/service centre in Chennai City within **25 km** radius from IIITDM Kancheepuram Campus. The name, address, Phone No., fax no. etc. of the branch/shop/service centre (as the case may be) must be submitted along with shop & Establishment registration of TamilNadu.
- The firm should not have been De-barred/Black-listed by any Govt./ Private organization.
- Proper infrastructure to store and dispatch medicines timely & regularly on daily basis.
- Copy of requisite documents (Dully attested in case of photocopy) in support of above-

mentioned eligibility Condition may be enclosed with the tender.

- The supplier must have valid drug license (20G, 20F) for supply.

**C. General Terms & Conditions:**

- Prescribed tender form can be downloaded from the IIITDM website [www.iiitdm.ac.in](http://www.iiitdm.ac.in).
- Tender should be in a sealed envelope superscripted "Tender for Supply of Medicines" addressed to the Registrar, IIITDM Kancheepuram, Melakottaiyur, Chennai 600127.
- **EMD of Rs36,000/- in the form of Demand Draft in favour of 'Registrar, IIITDM Kancheepuram', payable at Chennai.**
- The bid should be valid for 180 days from the date of opening of Tender.
- IIITDM Kancheepuram, reserves the right to award the contract to deserving parties either in full or in parts. The decision of IIITDM Kancheepuram is final and unquestionable.
- The contract is initially for a period of ONE year and extendable for TWO more year (annually) upon satisfactory service, at the discretion of institute.
- The contractor shall not assign or sublet the work or any part of the work to other persons or party.
- IIITDM has the right to reject/terminate the contract without assigning any reason.
- The Contractor has to make an agreement with IIITDM Kancheepuram in the format prescribed only on Rs.200/- Non-Judicial Stamp Paper.
- Tenderer should not quote discount which they cannot afford, to get the contract. It is whole responsibility of tenderer to provide uninterrupted supply to IIITDM Primary Health Care Centre.
- The contractor must represent his bill amount for each month's supply within 1-2 days of the closing of each respective month.

**D. Preparation of tender:**

- The interested Tenderer should drop duly filled tender form and their bids along with scanned copies of all the relevant certificates, documents, etc. in support of their bid along with all the documents duly signed-on the Sealed Envelope into the Tender Box.
- No overwriting or correction is permitted in rate quotation.
- Tenderers are requested that before quoting their rates or sending tender, the tender document may please be read out thoroughly (line by line), otherwise purchaser will not be held responsible for any error/oversight of his own.
- Individual signing the tender document & subsequent contract must specify whether he/she is signing the Tender/ Contract as: -
  1. A sole proprietor of the firm. Or
  2. A partner of the firm if it be a partnership firm. Or
  3. Constituted attorney of the firm, if it is a company.
  4. A copy of the partnership agreement or General Power of Attorney attested by a Notary Public should be furnished if applicable.

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- A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to construe that he has authority to sign and if on enquiry it appears that the person so signing has no authority to do so, the Registrar IIITDM (purchaser), without prejudice to other civil and criminal remedies, will cancel the contract, forfeit the Performance Security and hold the signatory responsible for all costs and damages.

**E. EMD (Earnest Money Deposit):**

- The Tenderer shall have to deposit **Rs. 36,000/-** (Rs. Thirty-Six thousand only) in the form of Demand-Draft/Banker's Cheque in favor of Registrar, IIITDM Kancheepuram payable at Chennai as earnest money with their Bid.
- In the event of the withdrawal/revocation of tenders before the date specified for acceptance, the earnest money shall stand forfeited.
- Bid received without EMD will be rejected. EMD of unsuccessful tenderers will be refunded only after finalization of tender.
- The interested Tenderer should submit the duly filled tender form and their bids along with scanned copies of all the relevant certificates, documents, etc. in support of their bid document-all duly signed-on the sealed envelope.
- Original EMD must be submitted on or before the last date of tender and dropped in the tender box kept in the Administration Building, IIITDM Kancheepuram. **Non-submission of EMD as directed will lead to rejection of the tender application, summarily.**
- EMD should be accompanied by a covering letter mentioning DD details, Amount of DD and purpose of EMD deposit, i.e. "EMD for supply of medicine/drugs/surgical items from Empaneled chemist".

**F. Acceptance of Tender:**

- Criteria for awarding Contract will be **fulfilment of technical conditions, maximum discount offered by the local chemist on MRP (Inclusive of all taxes) of medicines and (surgical items consumables and Dressing) etc.** which is printed on the packing/flaps/bottles and inspection of premises from where medicines will be supplied
- **The bidder should quote discount (as a percentage) on Maximum Retail Price (MRP) inclusive of all taxes on medicines/drugs and surgical items (consumables and Dressing) etc.**
- The Director, IIITDM reserve 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 medicine or for different medicines.
- All the powers of acceptance or rejection of tender lies with Director, IIITDM Kancheepuram.

**G. Inspection of Premises:**

- The Tenderer shall, whenever, called upon to do so shall give full information with reference to the services in hand and shall also permit the Registrar, IIITDM or any other officer nominated by him/her to inspect the premises of the tenderer at all reasonable times and shall give full assistance and information as may be required by him/her in connection with the contract.

**H. Acceptance of Contract:**

- On finalization of the tender offer to selected local chemist will be communicated in the form

of a letter. In case Local Chemist is willing to accept the offer, he may submit the letter of acceptance and enter into the agreement with IIITDM as per terms and conditions of the contract.

- Successful local chemist will have to sign an agreement and undertaking (as per annexure-III) about acceptance of the terms and conditions of the tender on a Non-Judicial stamp paper of Rs.200/-.
- The selected tenderer, in any circumstances, cannot appoint a subcontractor for the supplies. Subletting will lead to cancellation of contract, and security deposit will be forfeited.

**I. Security Deposit:**

- The selected tenderer will be required to deposit **Rs. 36,000/-** (Thirty Six Thousand only) as a **Security Deposit** in the form of Demand Draft/Banker's Cheque in favor of Registrar, IIITDM Kancheepuram, payable at Chennai
- Security Deposit will only be discharged after satisfactory performance in all aspect of the contract.
- No interest will be paid on the Security Deposit.
- Security Deposit will be forfeited in case of report of Unsatisfactory Performance.
- Security deposit will be refunded by the tenderer after 2 months from date of completion of Contract.

**J. Collection of Medicine Requirements for supply:**

- Indents should be collected by the chemist or his representative from the Administration, IIITDM Kancheepuram store on 01 & 03 Monday of every month. At the end of fortnight, the supplier will submit the bills for payment along with invoice in triplicate.
- Indent form for medicines/drugs to be filled with all details like Batch no, Expiry date, Qty. supplied, MRP, Discount and final amount and must be submitted in hard copy & soft copy in excel format only on the same day.

**K. Delivery of supply:**

- The delivery of supplies will be made in 3 days. But if the delay has arisen from any cause, such as strikes, lockouts, fire, accident, riots etc., which the Registrar, IIITDM may admit it as reasonable ground for further time and may allow such additional time as required by circumstances of the case.

**L. Supply and Quality of Medicines:**

- The supplier will maintain sufficient stock of standard quality of medicines/drugs at all the time to avoid inconvenience to the IIITDM beneficiaries.
- The supplier shall indicate batch number and name of manufacturer, date of manufacture, expiry date, in indents at the time of supplying the drugs/medicines.
- The medicines/drugs to be supplied will be of standard quality. In case, it is found that any particular medicines/drugs has expired, or is substandard or spurious, the local chemist will be liable to be black-listed for a period of 5 years from future participation in any IIITDM tender. Besides, any other legal actions as deemed fit will be taken.
- The item will not be considered branded if other companies are providing the same drugs/medicine in generic form or cheaper rates unless the IIITDM has placed demand for a particular brand.
- All surgical consumables/dressings, lab consumables and surgical items like Bandage, Gauge, Cotton, Disposable syringes, IV sets, sticking plasters, Sutures etc. will be treated as

generic.

- Under no circumstances the indented medicine would have to be substituted in case the Indent is of brand item otherwise the supply shall be treated as that of Generic Item.

**M. Life period:**

- The items supplied should be of latest batch (as quoted for Contract) and date of manufacturing should be mentioned clearly on it.
- The life of goods supplied should not have elapsed more than ONE BY FOURTH from the date of manufacture, at the time of supply.

**N. Inspection of Medicines:**

- All Medicines are to be inspected by Inspecting Officer nominated by Registrar, IIITDM.
- In emergency and exceptional situations drugs/medicines and dressings supplied in outside office hours will be received by the officials of Casualty department but the Empaneled Chemist will ensure that the challan is re-verified in the medical store department on the immediate next working day.

**O. Rejected supply:**

- Rejected supply will be returned by IIITDM store to the supplier at their cost and risk within 7 days from their receipt.

**P. Right of Acceptance:**

- The Registrar, IIITDM Kancheepuram (purchaser) shall not accept the supply of damaged/ near expiry or expired items.

**Q. Penalty Clause:**

**a) Recovery of sum due:**

- Whenever any claim for the recovery arises against local chemist such recovery will be appropriated in part or whole from the subsequent bill payment or Security Deposit.

**b) Risk Purchase (Items not available with chemist):**

In case of failure to supply all items as per

- Requisition/purchase order/specification/prescribed brand of item or failure to turn up to collect the orders from the IIITDM, shall be treated as 'non-compliance' and 'breach of contract' and the order in part or full shall be arranged from alternative source(s) at the discretion of the IIITDM authority and the difference in prices will be realized from the tenderer with whom contract is made by way of any of his subsequent/pending bills or security deposit.
- For 1st breach of such contract a penalty of Rs. 1000/- will be imposed apart from recovery of total amount incurred in supplying the same items from alternative source.
- For 2nd repeated default a penalty of 2000/- will be imposed apart from recovery of total amount incurred in supplying the same items from alternative source.
- For 3rd such default the agency shall be black listed for 5 years from future participation in any IIITDM tender.

**c) Late Supply Penalty:**

- In case the Empaneled Chemist fails to supply the ordered items in time and the IIITDM is forced to purchase the same from Local market, the difference in cost of such purchased item shall have to be borne by the Empanelled Chemist. Such difference of amount shall be

deducted from any current or future bill of the Empaneled chemist.

**R. Medicines required in Emergency:**

- Medicines needed on an Emergency/Urgent basis shall be supplied within 2 hours of the request for the same. On no account should there be a delay or refusal by the empanel chemist to supply the drugs ordered. If he fails, the IIITDM Primary Health Care Center may procure the items as required from the market and the cost difference involved shall be recovered/adjusted from the supplier.

**S. Availability of Tenderer:**

- The tenderer or his representative should be available / approachable for 24 hrs over phone for supply of drugs/medicines and dressings. In case of emergency requirement, if the order is placed for any item any time, the requisite item will have to be supplied immediately. The contact telephone number and mobile number must be provided to the IIITDM Primary Health Care Center authority for such purpose.

**T. Presentation of bills:**

- The contractor shall present his bill for each fortnight's supply within 10 days of the closing of each respective fortnight.

I	The bill shall be printed and serially numbered Invoices /Credit bill with name & address of Chemist, valid Drug licence no.: GST NO. printed thereon.
II	The bill shall show the summary of the total amount for each day for the net amount claimed Supported by the acknowledged first copy of the indent with all the column duly filled.
III	The purchaser reserves the right also to demand in any case, the original copies of the suppliers' Invoices for the verification of the net trade price claimed by the contractor.
IV	Care should be taken to submit the challans and bills duly completed and without any errors to prevent rejection/cancellation/delay in their processing of bills. Bills in which there is overwriting or erasing or use of white marker shall be rejected.
V	<b>Payment:</b> The chemist shall claim payments twice a month. Payments of bills after submission in format and with all required documents will be arranged in 3-4 weeks from the date of presentation. However, no claim shall be made by the contractor against IIITDM in respect of interest or damage in case the payment is delayed for any reason beyond the control of IIITDM.
VI	The bills without signs of Inspecting officer, Pharmacist and chemist will not be considered.

**U. Fraud and Corruption:**

The bidder, supplier, contractor and the consultants will observe the highest standard of ethics during the procurement & execution of such contracts. In pursuit of this, the Registrar IIITDM Defines, for the purposes of this provision, the terms set forth below as follow: -

1. "Corrupt Practice" means the offering, giving, receiving or soliciting directly or indirectly, anything of value to influence the action of public official in the procurement process or in contract execution.
2. "Fraudulent Practice" means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract.
3. "Collusive Practice" means a scheme or arrangement between two or more bidders, with or without the knowledge of the borrower, designed to establish bid prices at artificial, noncompetitive levels;

4. "Coercive Practices" means harming or threatening to harm, directly or indirectly, person or their property to influence their participation in the procurement process or execution of the contract.

5. Will reject a proposal for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive practices in competing for the contract in question.

**V. Force Majeure:**

- If at any time, during the applicability of Terms and conditions of Tender the Empaneled Chemist fails to discharge its obligation due to force majeure (natural disaster or act of God etc.) he will promptly notify the IIITDM Kancheepuram or its representative about the happening of such an event. The IIITDM Kancheepuram or its representative is solely entitled to terminate the order/contract in respect of such performance of the bidder(s) obligations, if he so desires. The obligations under the contract on the behalf of bidder for the contract shall be resumed, as soon as practicable, after the event has come to an end or ceased to exit.
- It may be noted that, no correspondence shall be entertained between bidder and The IIITDM till the tender is finalized. However, the bidder has to provide necessary information if called upon by the IIITDM to do so, at any stage.
- It may be noted that the unsuccessful tenderer will not be informed of the result of his tender.

**W. Termination of Contract:**

- In case of Unsatisfactory performance of the Empaneled Chemist, the Director, IIITDM has right to terminate the contract by giving one-month notice. In such case the Performance Security will be forfeited.

**X. Arbitration Clause:**

- In case of any dispute (between panel chemist and hospital authority), the Director, IIITDM will nominate an officer to act as an Arbitrator under Arbitration and Reconciliation act. Decision of the Arbitrator shall be final and binding on both the parties.
- The contract shall be under Chennai Jurisdiction only.
- All legal matters will be settled under the jurisdiction of Chennai courts.

**Note:** -Apart from all above term and conditions, Director, IIITDM or his representative reserve the right to purchase any category (for which tender is being invited) of items from third party through tender or through other means besides from the selected bidders.



Registrar, IIITDM Kancheepuram

कुलसचिव / Registrar

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मेलक्कोट्टैयूर, चेन्नई / Melakottaiyur, Chennai-600 127.

**TENDER FORM**

1.	Name of the firm	
2. a)	Full Postal Address (including the address of the branches of the shop) E Mail Address	
b)	Telephone No /Cell Phone No	
3.	Date of Establishment of Firm	
4.	Are you in the list of approved chemists of any other organisations/institutions, if yes, give details	
5.a)	If your firm is registered under	
b)	The Indian Factories Act	
c)	ESI Act	
d)	If not who are the owners (give full names and address)	
6.	Total number of Employees	
7. a)	Name and Address of your Banker in which the Account stands	
b)	Account No.	
c)	IFSC code/RTGS code	
d)	MICR code	
8.	GST No./ Sales tax reg. No.	
9.	Valid drug license No. for retail chemist as per drugs and cosmetics act	
10.	Any other information which you consider necessary to furnish	
11.	Income Tax Pan No.	
12.	Distance of Shop/ Service centre from IIITDM Campus	
13.	Aadhar No.	
14.	Copy of ITR with Audited account statement (if applicable) with profit and loss account for the last three Financial years (2022-23,2023-24, 2024-25) duly certified by Chartered Accountant  OR GSTR – 9 form for the years 2022-23,2023-24, 2024-25	
15.	Undertaking (Annexure–III) has been enclosed.	

**Date:****Signature of Tenderer with stamp**

Commercial Bid

SI No	Item	Discount percentage on MRP
1.	Medicines (Tablets,Capsules,Syrup,Injections)	In Figures ..... In Words.....

**1. L-1 will be arrived at solely on Discount offered on Item SI No.1**

SI NO	Item	Discount percentage on MRP(In figures plus words)
2.	Surgical items (Including consumables and dressing items)	
3.	Other items	

Mandatory to quote discount on MRP on Item 2 and 3.

Date:

Signature of Tenderer with Stamp

UNDERTAKING

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with them.
2. The discount rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted are the lowest quoted for any other institutional hospital in India.
3. I/We give the rights to Director, IIITDM Kancheepuram to forfeit the Security amount deposited by me/us if any delay occurs on my part or failed to supply the article within the appointed time or the items of desired quality.
4. There is no vigilance/CBI case or court case pending against the firm and it has been not declared invalid by any government department.
5. I hereby undertake to supply the items as per directions given in the tender document/supply order within stipulated period.
6. We hereby undertake that rates offered by us will be within the price ceiling fixed by the National Pharmaceuticals Pricing Authority (NPPA), Ministry of Chemicals & Fertilisers. We further undertake that in case there is any down-ward revision by the NPPA, same will be passed on to the IIITDM Kancheepuram from the effective date during the currency of the contract and in case of failure to do so we are liable to be debarred from future IIITDM Kancheepuram Tender Inquiry for a further period of two years along with recovery of excess payment paid due to reduced rate.
7. There is no case pending under the Drugs and Cosmetics Act/DPCO against the firm during the last 03 years.
8. Medicines supplied shall be of the best quality and in accordance with the specifications.
9. My/our firm has not been black listed by any IIITDM/Private/Govt. Organization on the date of Bid.
10. We are giving assurance to supply the medicines within 2 hours in case of emergency.

Date:

Place:

Signature of the Tenderer:

Full Name:

Designation:

(Office Seal of the Tenderer)



## Document Check list

S. No.	Documents	Enclosed (Yes/No)
1.	EMD Rs. 36,000- DD No.-----, Dt.----- (Original to be dropped in Drop Box kept at Administration Building, IITDM Kancheepuram on or before last date of Bid)	
2.	Original Tender document signed on all pages with stamp	
3.	Tender form signed with stamp (Annexure – I)	
4.	Copy of valid drug licence	
5.	Copy of latest sale tax/GST registration certificate	
6.	Copy of ITR with Audited account statement (if applicable) with profit and loss account for the last three financial years (2022-23,2023-24, 2024-25) duly certified by Chartered Accountant.  OR GSTR-9 for the FY 2022-23,2023-24, 2024-25	
7.	Photo copy of Income Tax Pan Card/TAN card	
8.	Undertaking (Annexure – III) has been enclosed	
9.	Name & address of their bankers & bank A/c no. for ECS/RTGS purpose has been enclosed	
10.	' <b>No Conviction Certificate</b> ' 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-2-Order (DPCO) against the firm during the last 3 years. ' <b>No conviction certificate</b> ' must be issued after the <b>31.03.2025</b> .	
11.	Self-Declaration regarding Eligibility Criteria No. 6	
12.	Proof of Establishment /store, i.e. Municipal tax bill/light bill of Chennai city	
13.	Copy of Aadhar card	
14.	Shop and Establishment licence of Chennai Municipal Corporation (CMC)	

Compulsory scanned copy of documents to be uploaded:

NOTE: The Technical Bid will be rejected if the requisite information/Documents have not been furnished by the bidder as detailed above.

**Signature & Seal of Tenderer with Address**