



(An Autonomous Institution under MoE, Government of India)
Melakottaiyur, Off Vandalur-Kelambakkam Road, Chennai-600127

Ph: +91 44 2747 6313

Email: administration@iiitdm.ac.in

Date: 29/02/2024

NOTICE INVITING TENDER FOR

SUPPLY OF MEDICINES ON ANNUAL RATE CONTRACT AT IIITDM KANCHEEPURAM

Enquiry No : IIITDMK/2023-24/Admn/ Medicine/001
Last date of receiving Quotation : **18th, March 2024, 03.00 PM**
Date of Technical Bid Opening : **18th, March 2024, 04.00 PM**
Service Required : **Supply of Medicines**

Sir,

Please quote your rates for the mentioned service/items as per our terms and conditions. The quotation together with service details may be sent to the undersigned so as to reach by the due date. **Please ensure that the quotations are in a sealed envelope super scribing the Enquiry No.** The Institute reserves the right to reject any or all including the lowest quotation without assigning any reason whatsoever. The quotation offered should be complete in all respects.

Yours faithfully,

Sd/-
Registrar

SUPPLY OF MEDICINES ON ANNUAL RATE CONTRACT

AT

IIITDM KANCHEEPURAM

Eligibility and Criteria for Selection:

A firm or agency satisfying all the following conditions.

- Having experience of at least two years in selling medicines. (Copy of incorporation certificate to be enclosed)
- The contractor should have a valid license to sell, stock, exhibit or offer for sale, or distribute drugs.

GENERAL TERMS AND CONDITIONS FOR TENDER

- i. Prescribed tender form can be downloaded from IIITDM website www.iiitdm.ac.in.
- ii. Tender should be in a sealed envelope superscripted “Tender for supply of medicines “addressed to the Registrar, IIITDM Kancheepuram, Melakottaiyur, Chennai 600127.
- iii. 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.
- iv. The contract is for initially for a period of one year and extendable upon satisfactory service at the discretion of institute.
- v. The contractor shall not assign or sublet the work or any part of the work to other persons or party.
- vi. The contractor shall compensate IIITDM Kancheepuram for any loss or damage to the Institute /property, material of IIITDM Kancheepuram due to his workmen/ representatives’ negligence or otherwise during execution of work contract.
- vii. IIITDM has the right to reject/terminate the contract without assigning any reason.
- viii. **EARNEST MONEY:**
Bid Security Performa to be submitted. Performa is placed at Annexure-I.
The tender shall not be considered if the bid security form is not submitted.
- ix. **PRICES**
The cost of medicines should include all packing, incidental charges and delivery at IIITDM Kancheepuram.
Prices are inclusive all taxes.

x. SUPPLY OF MEDICINES / MANUFACTURER

The vendor must supply and deliver all the indented medicines; and of the manufacturer mentioned against each medicine only and medicines supplied other than the indented ones will not be accepted". The contract will be cancelled if they fail to comply with the above and the clause of Liquidated damages will be imposed. Under exceptional cases/circumstances, prior permission may be sought from the OIC, Health Centre for non-availability of indented medicines.

xi. EXPIRY DATE

The supplied goods should be from the latest stocks and medicines should have minimum One-year expiry period.

xii. ANNUAL RATE CONTRACT PERIOD

Annual Rate Contract is for One (1) year. However, it may be extended one more year on mutual consent.

Discount: Highest discount offered may be mentioned / specified

Due date: Tenders received after the specified due date will not be considered/entertained.

xiii. **Awarding of contract:** After, awarding of contract for a specified period, vendor is bound to supply all the medicines in the indent allowing discount as quoted.

xiv. **Liquidated damages:** All contracts shall contain a provision for recovery of liquidated damages for defaults on the part of the vendor/contractor, viz., "the vendor must supply and deliver all the indented medicines; and of the manufacturer mentioned against each medicine only and medicines supplied other than the indented ones will not be accepted". The contract will be cancelled if they fail to comply with the above and the clause of Liquidated damages will be imposed.

Name of the E-Tender: SUPPLY OF MEDICINES ON ANNUAL RATE CONTRACT 2022-23 AT
IIITDM KANCHEEPURAM

UNDERTAKING

Bid Security Declaration

To
The Registrar,
IIITDM Kancheepuram

Dear Sir/Madam,

1. I / We Mr/Msauthorised person to sign the bid documents for tender for "SUPPLY OF MEDICINES ON ANNUAL RATE CONTRACT AT IIITDM KANCHEEPURAM" and do hereby declare that I/We have gone through the entire tender documents including terms and condition mentioned in the tender documents and undertake to comply with them.
2. I/We further declare that we will not withdraw our bid or modify our offer during the period of validity of the bid after the deadline for submission of such documents
3. If I/we withdraw or modify the bids during the period of validity, or if I/We are awarded the contract and fail to sign the contract, or to submit a performance security before the deadline as defined in the tender document/PO, we will be suspended for the period of time specified in the debarment clause in the tender document from being eligible to submit bids/proposals for contracts with IIITDM Kancheepuram.

Signature of Bidder with seal of firm

(Name of Bidder)

Place Date.....

SPECIAL CONDITIONS OF CONTRACT

You are, therefore, requested to submit your tender document as per the terms and conditions given below:

1. No advance payment is permissible. However, payment will be made after supply of medicines as per Purchase Order and due acceptance / certification of the medicines by the OIC, Health Centre / Medical Consultant, IITDM Kancheepuram.
2. The discount offered shall be valid for a period of ONE YEAR from the date of acceptance of the tender or till the expiry of the contract.
3. Purchase Orders will be placed separately for each individual medicine from time to time as per the requirement.
4. The supplier should be in a position to deliver the medicines / material within one week from the date of confirmed purchase order. The supplier will indicate batch number, name of the manufacturer, date of expiry of drugs indented in the relevant column of the indent sheet at the time of supplying the medicines.
5. Medicines supplied should have minimum of ONE-year expiry period. Sufficient stock of standard quality of medicines at all times have to be maintained to avoid inconvenience to the Academy beneficiaries.
6. The medicines to be supplied shall be of standard quality and in case, it is found that the medicines is expired or near the date of expiry, found not of standard quality, substandard or spurious, supplier will be debarred for a period of three (3) years besides other legal action that may be initiated against them as per law. The supplier will ensure that the medicines are transported and supplied to the Health Center of the Institute while maintaining the conditions as specified.
7. The supplier should agree exchange the medicines with extended expiry date, in case desired by our Medical Officer as and when required.
8. The supplier shall execute an AGREEMENT on non-judicial stamp paper worth of Rs.100/- with due signatures etc.
9. Director, IITDM reserves the right to accept or reject any of the offers either in part or in full without assigning any reason thereof and the decision of the Director, IITDM on any dispute will be final and legally binding. If any disagreement or dispute arising in connection with the contract, the same shall be settled under the Court of Law within its jurisdiction at Chengalpattu. The resultant contract will be under Indian Laws.
10. The Supplier should have local office at Chennai invariably.
11. All Communications should be addressed to the Registrar, IITDM Kancheepuram, Chennai 600127.

TECHNICAL BID

Tender Enquiry No. IIITDMK/2023-24/Admn/ Medicine/001 dated 29/02/2024

The bidders are required to provide information about the following and enclose copies of appropriate documents.

Sl. No.	Description	Essential/ Desirable	Details (To be filled in by the contractor)
1.	Contact details (for day to day liaison): Name of Contact person Address of Contact person Land line and Mobile numbers E-mail address	Essential	
2.	Copy of PAN (Also please enclose copy of last 3 years' I.T. Return)	Essential	
3.	Copy of GST Registration No.	Essential	
4.	Valid license	Essential	
5.	Signatures, date & seal on all pages of the Technical & commercial bid	Essential	

Note: Non-Fulfilment of any / all of the above requirements can entail disqualification of the bidder.

(Sign, seal & date of Bidder)

COMMERCIAL BID**SCHEDULE OF RATES**

Name of the work: Annual Rate Contract for Supply of Medicines at IIITD&M Kancheepuram

Sl.No	Description of item	Qty	Unit	Rate per month	Total amount for 12 Months
1	Medicines Rate (inclusive of GST and Delivery charges)				As per MRP
2	Discount Percentage Offered				

Note:

- (i) L1 shall be considered on the basis of Discount Percentage quoted on MRP

Place:

Signature of the Tenderer

Date

Name & Address of the Tenderer with Office Stamp