

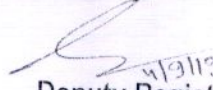


राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर  
हमीरपुर (हि.प्र.) - 177 005 (भारत)  
NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR  
HAMIRPUR (H.P.) - 177 005 (INDIA)  
(An Institute of National Importance under Ministry of HRD)



Invitation for E.O.I for the empanelment of licensed firm / vendor for procurement of medicines and other related items.

Online bids are invited by NIT Hamirpur for empanelment of licensed firms / vendors for the procurement of medicines and other related items. For further details, please visit the Institute website [www.nith.ac.in](http://www.nith.ac.in) or <http://eprocure.gov.in>.

  
Deputy Registrar (A&W)  
NIT Hamirpur (H.P)


No. NIT/HMR/S&PS/EOI-2019/ 4024-28

Dated: 05/09/2019

Copy to:-

1. PS to Director, for kind information of the Director, please.
2. PA to Registrar, for kind information of the Registrar, please.
3. P.I (IHCC) for kind information.
4. Medical Officer (In-charge), Health Centre, NIT Hamirpur for information.
- ✓ 5. F.I(Computer Centre) for displaying the E.O.I notice on Institute website for its wider publicity

Sh. Jagdish Verma (S.O)

  
06.09.2019





**EXPRESSION OF INTEREST (E.O.I) FOR EMPANELMENT OF LICENSED FIRM / VENDOR FOR THE  
PROCUREMENT OF MEDICINES AND OTHER RELATED ITEMS FOR NIT HAMIRPUR (H.P)**

**PREAMBLE:**

National Institute of Technology Hamirpur is one of the thirty one NITs of the country, established in 1986 as Regional Engineering College, as a joint and cooperative enterprise of the Govt. of India and Govt. of Himachal Pradesh. NIT Hamirpur has a primary health centre in its campus catering to large number of OPD patients including students, staff and their dependent family members for whom various medicines and other related items need to be procured from open market to maintain sufficient stock of medicines as per need. On an average medicines worth approximately **Rs.20,00,000/-** are purchased in a year.

Expression of Interest (EOI) is invited under two bid systems from the licensed firm / Vendor for the empanelment for procurement of medicines and other related items. Top three (03) successful vendor(s)/Firm(s) who will meet the eligibility criteria and offer higher discount on MRP, will be considered for empanelment for procurement.

The terms and conditions are as under:

1. The firm / vendor should submit the bid(s) in a sealed envelope(s) indicating "EOI for the empanelment of firm /vendor for the supply of medicines to NIT Hamirpur (H.P)"
2. EMD should be submitted in the form of DD and the same should reach to this office before the closing time of submission of EOI.
3. The vendor / firm should be in existence continuously for at least last 03 years (copy of licenses held for last three years have to be submitted).
4. The firm / vendor must hold valid licenses as on the date of submission of bid in specified forms issued by the Drug Control Authority of the State under the provisions of Drugs and Cosmetics Act, 1940. The successful Bidder will further ensure that their licenses remain valid on the date of bid opening and till the end of the contract period.
5. The firm / vendor must not has been convicted by the State drugs authorities and no case should be pending under the Drugs and Cosmetic Act and rules. Duly signed and stamped undertaking on letter head is to be submitted with the EOI application form.
6. The Annual Turnover of the bidder in the previous three financial years should not be less than Rs. 10 Lacs.



7. Copy of valid GST Registration Certificate.
8. A copy of PAN allotted to the firm/vendor
9. An undertaking that the firm / vendor is not blacklisted by any Government Department / Institution.
10. The firm / vendor should ensure presence of proper storage and cold chain supply system in the vendor's establishment.
11. The vendor / firm's representative shall always be contactable over phone and otherwise on all the days. Every vendor should have an official e mail ID and official contact number.
12. Once the EOI bids are received, NIT Hamirpur will finalize the top three (03) firm(s) / vendor(s) who will meet the eligibility criteria and offer higher discount on MRP and empanel them for procurement of medicines and other related items.
13. The supply of medicines should not be discontinued for pending payments (if any) due to reasons beyond control.
14. Documents should be submitted in sealed envelope. Documents received after the scheduled date and time shall be rejected outrightly.
15. NIT Hamirpur reserves the right to reject any or all the Expressions of Interest without assigning any reason thereof.
16. **Validity of empanelment:-** Initially for a period of 01 year (One year) from the date of acceptance of award, which may be extended on yearly basis ( Maximum upto 03 years) on the basis of mutually agreed terms and conditions.
17. In case of termination of award of work before the expiry of agreed period, one month notice is to be given by either party.
18. Order will be placed through email/ letter/ fax to the empanelled firm(s) / vendor(s).
19. The performance of the vendors shall be assessed on the following criteria.
  - a) Services will be required 24 x7, throughout the period of award.
  - b) On receipt of the orders of medicines, firm(s)/vendor(s) have to supply the same as soon as possible but not later than seven working days.
  - c) The firm / vendor should supply medicines to NIT Health Centre.
  - d) Medicines and other items should be supplied by the same name. No alternate or substitute will be accepted.
  - e) The firm / vendor or its representative while making deliveries shall sign (with date and time) on receipt register. Any entry into the register shall be the final proof of performance. The authorized representative of the vendor making supply can see the performance register. Entries in the register shall be final and shall not be put to question in any dispute.



- f) Failure to supply in time, quantity and quality shall be recorded.
- g) The firm / vendor should not stop the supply of the medicines/ drugs without giving 30 days prior notice.

20. The firm / vendor should not assign or sublet the empanelment or any part of it to any other firm / vendor in any form. Failure to do so shall result in termination of empanelment of such vendor and forfeiture of performance guarantee submitted by that empanelled vendor.

21. Conditional tenders shall not be accepted on any ground and shall be outrightly rejected.

#### **Placing the order :-**

- (a) Every time the order (i.e requirement of medicines and other related items) shall be first placed to the empanelled vendor who offering higher discount. Such vendor is generally required to execute 100% of the placed order.
- (b) If the firm / vendor (offering highest discount) express his denial to execute the order for any reason, then in that case the order will pass on to the next empanelled firm / vendor offering second lowest discount. Further, if second empanelled firm / vendor also denies the order the same shall be passed on to third empanelled vendor.
- (c) In case the firm / vendor offering highest discount could not supply 100 % of the ordered medicines then in that case the remaining quantity of order will be placed to the next firm / vendor who is offering second or third lowest discount as the case may be, in the order of empanelment list.

**Note:-** If any of the empanelled firm / vendor dishonors the placed order twice in a year , then such a firm / vendor may be debarred / blacklisted for further empanelment with the Institute.

**Earnest Money:-** The bidders are required to submit an amount of Rs.1,000/- through demand draft payable in the name of Director, NIT Hamirpur (H.P) as earnest money. Original earnest money should be sent to Deputy Registrar (A&W), Store & Purchase Section, NIT Hamirpur(H.P)-177005 or may be deposited by hand well before the last date and time for the submission of bids.

**Pricing:-** The bidder should quote uniform discount in percentage terms on the maximum retail price (MRP)(inclusive of all taxes). The quoted offer shall remain firm and fixed for the entire duration of the empanelment. Earnest Money of the successful bidder(s) will be discharged upon the executing the contract and furnishing the performance security. Earnest money of the unsuccessful bidder will be returned in due course of time.



**Performance Security Guarantee:-** The successful bidder(s) will have to furnish a performance security before the execution of contract for an amount to Rs.10,000/- in the form of demand draft or a bank guarantee favoring Director, NIT Hamirpur (H.P). The performance security guarantee should be valid for 03 months beyond the term of contract.

**Presentation of bills:-**

- (a) The firm / vendor shall submit the bills at NIT Health Centre for the supplies made. The bill should clearly indicate the name of the firm / vendor, GST No. PAN, Date alongwith the details of supplies ( i.e Name of medicines, MRP of medicines, batch no. Manufacturer name, expiry date, discount offered, price after discount etc )
- (b) Bill should be submitted with a covering letter mentioning the complete details of purchase order/requirement of medicines.
- (c) All the bills should be duly signed with seal of the firm / vendor.

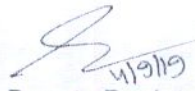
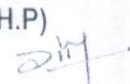
**Payment:-** Payment of bills submitted by the firm / vendor shall be cleared by the Accounts Section at the earliest after its verification by the Medical Officer, NIT Health Centre and Audit Section. However, the firm / vendor shall make no claim from the Institute in respect of interest or damages, in case, if any, the payment is delayed for reasons beyond control.

**Format for submission of EOI:** The proposal may please be submitted in the format and schedule annexed to this document as Annexure-A, along with supporting documents for the submitted information. EOI document with format and schedule is available for free download at NIT Hamirpur official website <http://www.nith.ac.in>

**Last date of submission:**

- (a) For uploading of bids online :- 24-09-2019 (10.30 Hrs)
- (b) For submission of technical bids in hard copy :- 24-09-2019 (17.30 Hrs) in the Store & Purchase Section of NIT Hamirpur.

The bid will be opened on the next working day at 11.30 Hrs.

  
Deputy Registrar (A&W)  
Store & Purchase Section  
NIT Hamirpur (H.P)  




FORMAT FOR EOI  
(Technical Bid)

Sl. No.	Description	Information to be provided by the Firm / Vendor	Details of Supporting Documents attached	
			(Yes/No)	Page no.
1	Name of Firm / Vendor			
2	Address of the Firm / Vendor			
3	(i) Telephone No.			
	(ii) E-mail			
	(iii) Mobile No.			
5	The Firm / Vendor's establishment / store / shop should be in existence continuously for at least last three years. (Copy of licenses held for last three years have to be submitted).			
6	The Firm / Vendors supplying medicines must hold valid licenses as on the date of submission of Bid in specified forms issued by the Drug Controller Authority of the State under the provisions of Drug and Cosmetic Act, 1940.			
7	The firm / vendor must not have been convicted by the State drugs authorities and no case should be pending under the Drugs and Cosmetic Act and Rules. An undertaking to this effect should be provided.			
8	The Annual Turnover of the bidder in the previous three financial years(not below Rs.10 Lacs). Certificate from CA to be attached.			
9	Copy of valid GST Registration certificate.			
10	A copy of PAN no. of the firm / partner / owner as the case may be.			
11	Undertaking that firm / vendor is not blacklisted by any Government Department / Institution.			

DECLARATION

I/We solemnly declared that to the best of my/our knowledge and belief, the information and the statements accompanying it are correct, complete and true.

(Signature of the Vendor / Firm representative)

Name:-  
Date :-

Seal of the Firm / Vendor



### Tender Schedule

Tender No.	Open Tender Notice NIT/HMR/S&PS/2019/
Name of the Institute	National Institute of Technology, Hamirpur
Date of publishing	05-09-2019 (18.00 Hrs)
Document Download Start Date	05-09-2019 (18.00 Hrs)
Document Download End Date	24-09-2019 (10.30 Hrs)
Last Date and Time for uploading of bids	24-09-2019 (10.30 Hrs)
Last Date and Time for submission of Technical bids ( <b>Hard Copy</b> )	24-09-2019 (17.30 Hrs)
Date and time of opening of bids	25-09-2019 ( 11.30 Hrs)
Address for Communication	Assistant Registrar (P&W) Store & Purchase Section NIT Hamirpur (H.P) - 177005