



केन्द्रीय नमक व समुद्री रसायन अनुसंधान संस्थान
वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद
CSIR - CENTRAL SALT & MARINE CHEMICALS RESEARCH INSTITUTE
Council of Scientific & Industrial Research
Ministry of Science & Technology, Govt. of India
Gijubhai Badheka Marg, Bhavnagar-364002, Gujarat (INDIA)
Phone: +91 - 278- 2567760 (Ext. 8600); www.csmcri.res.in

File no.: 3-9(B)/19/CGHS/2025

NOTICE INVITING FOR EMPANELMENT OF CHEMISTS FOR SUPPLY OF MEDICINES ON CREDIT BASIS

Please read all empanelment documents before filing the empanelment

CSIR-CENTRAL SALT AND MARINE CHEMICALS RESEARCH INSTITUTE, Bhavnagar invites bids from registered local chemist for supply of medicines on credit basis to staff members.

| | |
|---------------------------|--|
| No. | 3-9(B)/19/CGHS/2025 |
| Performance Security | Performance Security 05 % of Empanelment Estimated cost. The estimated cost of empanelment is Rs. 40,00,000/- Validity: Performance bank guarantee (PBG) against performance of the contract shall be valid for a period of 26 months. |
| Period of services | The empanelment shall be for a period of 02 (Two) year with the provision of extension for a further period of 01 (One) year on the basis of satisfactory performance, with mutual consent and the approval of Director, CSIR-CSMCRI on the same discount rate, same terms & conditions of the Empanelment/Contract. |
| Address for Communication | The Director, CSIR-Central Salt & Marine Chemicals Research Institute, Gijubhai Badheka Marg, Bhavnagar-364002 (Gujarat) Kind Attention: Controller of Administration, CSIR-CSMCRI Email: coa@csmcri.res.in |

Note:

- Please note that the submission of bid shall be presumed that the bidder has gone through, read out & understood the empanelment in total and there is no further query / doubt in the particular empanelment process.
- All correspondence must be addressed to Director, CSIR-CSMCRI, BHAVNAGAR only.
- Bidders are kindly requested to note that all the forms attached with this NIT must be duly filled, signed, and stamped by the authorized person of the firm. The bid may be rejected if unfilled forms are submitted.

CONTROLLER OF ADMINISTRATION

Scope of Work

The empanelled chemist will supply the medicines/drugs at the agreed uniform rate of discount on MRP (inclusive of all taxes) and on credit basis to Employee and their dependent family members immediately based on the prescription slip issued by the Part-time doctor of the CSIR-CSMCRI/AMAs/ Specialists empanelled for this purpose by CSIR-CSMCRI. If the prescribed medicines are not available, then the same should be arranged by next day. The Chemist has to submit separate bill related to Employee.

The empanelled Chemist will supply the medicines to all beneficiaries and obtain their signature on reverse of the prescription slips and/or invoices/bills as a token of having received the medicine by beneficiary. The empanelled Chemist will put a stamp on all supplied medicine

FOR CSIR-CSMCRI USE ONLY

Name.....

ID no.

Mobile No.....

Signature.....

Terms and Conditions

1. Under normal circumstances the contract shall be valid for a period of **02 (Two) Years** from the date of issue of work order. However, contract may be renewed for further period of **01 (One) Year** upon mutual consent of both the parties on existing terms and conditions. It will be entirely at the discretion of The Director, CSIR-CENTRAL SALT AND MARINE CHEMICALS RESEARCH INSTITUTE, Bhavnagar to extend it or not.
2. The chemist must hold valid licenses as on the date of submission of Bid in statutory forms i.e. (Form 20, 20-B, 21, 21-B and 21-C) 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 license remain valid on the date of bid opening and till the end of the empanelment period.
3. The Chemist must not have been convicted by the State Drugs Authorities and no case should be pending under the Drugs and Cosmetics Act and Rules.
4. **The chemist must have a local medical store within 3km from the CSIR-CSMCRI, Bhavnagar, Gujarat. Documentary evidence in support of the same shall be provided.**
 - The bidders shall be required to fill in the attached **Technical Bid (Annexure I)**, sign and stamp it, and submit the same along with the bid.
 - The bidders shall be required to fill in the attached **Bid Security Declaration (Annexure II)**, sign and stamp it, and submit the same along with the bid.
 - The bidders shall be required to fill in the attached **Tender Acceptance Letter (Annexure III)**, sign and stamp it, and submit the same along with the bid.
 - The bidders shall be required to fill in the attached **Financial Bid (Annexure IV)**, sign and stamp it, and submit the same along with the bid.
 - The bidders shall be required to fill in the attached **Non Blacklisting Declaration (Annexure V)**, sign and stamp it, and submit the same along with the bid.
 - The bidders shall be required to fill in the attached **Land Border Certificate (Annexure VI)** sign and stamp it, and submit the same along with the bid.
 - The bidders shall be required to fill in the attached **Undertaking for agencies registered as Micro/Small Enterprise (Annexure VII)**, sign and stamp it, and submit the same along with the bid.
 - The bidders shall be required to fill in the attached **No Claim Certificate (Annexure-VIII)**, sign and stamp it, and submit the same along with the bid.
 - Have been registered with GST. (Copy of GST registration certificate to be enclosed)
 - Have PAN allotted to him by IT Department (Copy of PAN card to be enclosed)
 - Income tax return (ITR) for FY 2024-25.
5. Empanelment is for the supply of medicines to the CSIR-CSMCRI employees, and their dependent family members on credit basis.
6. The estimated annual medical expenditure is Rs. 20,00,000/- per annum. The estimated cost has been arrived at tentatively based on the annual medical expenditure incurred in the past one year. However, CSIR-CSMCRI does not confirm to have any obligations of meeting such targets and therefore if annual bill of the empaneled firm/pharmacy is less than Rs. 20,00,000/-, the empaneled firm/pharmacy shall not be eligible to claim shortfall of amount.
7. Bidders submit their offers in two separate packets – Technical Bid (for qualifications/specs) and a Financial (Price) Bid.
8. The Financial bids of only those firms/pharmacies, who qualify in Technical Bid evaluation done by the constituted committee, shall be opened. The financial bids of all those firms/pharmacies who fail to qualify in the Technical Bid will not be opened under any circumstances.
9. Technical Bid shall contain all the necessary documents as mentioned in the 'Technical Requirement for Empanelment' and all the documents mentioned therein must be submitted.

10. All entries in the bid should be legible and must be filled clearly in typed form. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory. Any alterations without authentication will be treated as a 'NIL' entry.
11. The empanelment shall be initially for period of **02 (two) year** extendable up to **01 (one) year** on the existing terms and conditions, from the date of entering Memorandum of Agreement with the empaneled firm.
12. Incomplete bid in any form will be rejected outright. Conditional bid will also be rejected outright.
13. The pharmacy must not have been convicted by the state Drugs authorities and no case should be pending under the Drugs and Cosmetics Act and Rules against him/her. Necessary certificate from the Food & Drugs Administration may be enclosed.
14. The firm/pharmacy participating in the process should read the terms and conditions and give acceptance by signing every page of the document and stamped by authorized signatory of the pharmacy/firm as a token of acceptance of the terms and conditions laid down by the CSIR-CSMCRI.
15. The Director, CSIR-CSMCRI, Bhavnagar reserves the right to empanel or enter in to agreement with more than one pharmacy simultaneously.
16. The bidder should quote uniform discount in terms of percentage on the Maximum Retail Price (MRP) inclusive of all taxes, printed on the strip/bottle/unit packed in respect of all item(s) of supplies to be made under the agreement. The discount should be a single discount for all categories of medicines. The quoted offer shall be on the MRP inclusive of all taxes and shall remain fixed for the entire period of empanelment. In case if the tax column is left blank/inclusive/ all inclusive, it will be treated as all current statutory taxes are inclusive with discounted price. Hence no tax claim will be considered extra on discounted price.
17. The firm/pharmacies selected for empanelment shall enter into a formal Memorandum of Agreement, on stamp paper of Rs. 300/-, with CSIR-CSMCRI within 21 days from the date of receipt of intimation of their selection.
18. The Competent Authority of CSIR-CSMCRI reserves the right to withdraw/relax any of the terms and conditions mentioned above, under such circumstances the firms/pharmacies will be given adequate time to take the change into account.
19. The competent authority of CSIR-CSMCRI reserves right to reject all or any bid in whole, or cancel the entire process of empanelment, without assigning any reason thereof.
20. That the contractor shall be responsible for faithful compliance of the terms and conditions of this contract. In the event of any breach of the Contract/agreement, the same may be terminated and the security deposit will be forfeited and further, work may be got done from another agency at the risk and cost of the Contractor.
21. That if the Contractor violates any of the terms and conditions of the agreement or commits any fault or his services are not to the entire satisfaction of the officer authorized by the Director of the Institute in this behalf, a penalty leading to a deduction up to a maximum of 10% of the total amount of bill for a particular month will be imposed.
22. **Termination of the Contract:** The contract may be terminated in the event of occurrence of any of the following contingencies:
 - (a) Without any prior notice on the expiry of the contract period.
 - (b) By giving one months' notice in case:
 - (i) The contractor is declared insolvent by any court of law.
 - (ii) The contractor is not interested to complete/continue the contract.
 - (iii) The contractor assigns the contract or any part thereof to any other person for subletting the whole or a part of the contract.
 - (iv) The contractor constantly provides unsatisfactory services.

- Provided that during the notice period for termination of the contract, the contractor shall continue to provide the services as before till the expiry of notice period.
23. The firm/ pharmacy should be willing to supply medicines to the eligible CSIR-CSMCRI Staff members and to their dependent family member on 30 days' credit from the date of submission of invoice, based on the prescription issued by the AMAs/ Specialists empaneled for this purpose by CSIR-CSMCRI.
 24. The empanelment will be done based on the pharmacy quoting maximum discount in percentage on the MRP Rates.
 25. In case the requirement as mentioned under 'Technical Requirement for Empanelment' are not fulfilled by the firm/pharmacy, bid of such firm/pharmacy shall not be considered.
 26. The quoted discount/offer should include all taxes including GST, surcharge and other taxes as stipulated in the schedule and no packing and delivery charges will be given separately.
 27. The highest discount offered for Branded medicines on Maximum Retail Price (MRP) (inclusive of all taxes) and Generic medicine on Maximum Retail Price (MRP) (inclusive of all taxes) in the Bid by eligible bidders will become the CSIR-CSMCRI discount for Branded medicine and Generic medicine & shall be intimated to all the technically approved empanelment by a letter of offer. This offer should be accepted by the firm to be able to qualify further in empanelment process.
 28. In case, it is found that any particular medicine has expired, or is substandard or spurious, or not as per prescription slip, the Chemist will be liable to be black-listed for a period of 03 (three) years for future participation in CSIR-CSMCRI empanelment's/ tenders. Besides this, legal action(s) as deemed fit, will be taken. In case of failure or refusal by local Chemist to supply the medicines to the beneficiaries as prescribed by the CSIR-CSMCRI Part-time Doctor/ AMAs, the empanelment is liable to be cancelled at his risk and cost.
 29. The chemist/pharmacy will have to serve notice at least **02 (two months)** in advance to Director, CSIR-CSMCRI in case the firm wants to back out from the empanelment in between.
 30. Empanelment would be made to highest discount quoting firm(s) for the supply of medicines provided the chemist fulfils other terms and conditions Director, CSIR-CSMCRI reserves the right to empanel another bidder keeping in view the requirement of the organization. However, Director, CSIR-CSMCRI does not pledge himself to accept the highest discount or any empanelment and reserves the right of rejecting the whole or any part of the empanelment.
 31. The Director, CSIR-CSMCRI reserves the right to enter into parallel empanelment simultaneously or at any time during the period of this empanelment, with one or more chemists (Subject to matching empanelled chemist's highest discount rates by other chemist)
 32. Substitute medicines and short supply of medicines will not be accepted unless permitted by the Part-time Doctor of CSIR-CSMCRI and AMAs. Cut strips and loose medicines will be accepted only after showing batch number and expiry date.
 33. The Chemists must have communication facilities such as Telephone/Mobile Phone, e-mail etc.
 34. The supplied medicines should have its own shelf-life period as mentioned on the label of medicines. The shelf life of medicines supplied should not have passed more than half of its shelf life at the time of supply.
 35. Inadmissible medicines as per the CGHS list shall be paid by the employee directly to the Chemist. Institute will not bear any cost for such medicines.
 36. **Bid Validity:** Bid submitted shall remain valid for a period of 90 days from the bid submission end date for the purpose of acceptance and award of the work.
 37. **Arbitration:**
 1. In the event of any question/dispute/difference arising under this contract or in

- connection with (except as to matters the decision of which is specially provided under this contract) the same shall be referred to the Delhi International Arbitration Centre for appointment of Arbitrator to adjudicate the dispute.
2. The award of the Arbitrator shall be final and binding on the parties. The Arbitrator may give interim award(s) and / or directions, as may be required.
 3. Subject to the aforesaid provision, the Arbitration and Conciliation Act, 1996 and rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the Arbitration proceeding under this clause.
38. Earnest Money Deposit (EMD) ₹50000/- (Rupees Fifty Thousand Only) are to be deposited through RTGS/NEFT in favour of the Director, CSIR-CSMCRI (Annexure-II). However, firms seeking relaxation in EMD needs to submit the proof of their enlistment in the required category failing which it is considered that the Empanelment is submitted without EMD and will be rejected straightaway without any further communication. The Earnest Money Deposit amount is ₹50,000.00 (Rupees Fifty Thousand Only) which may be submitted in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee (including e-Bank Guarantee) from any of the Commercial Banks or payment online to the A/c No. 30267310153, IFSC Code: SBIN0010863 in favour of the Director, CSIR-CSMCRI, Bhavnagar. As per GFR 2017 Rule 170(i), Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by the Department of MSME and those registered with the Central Purchase Organization or the concerned Ministry or Department or Startups as recognized by DIPP, are exempted from payment of Earnest Money Deposit (EMD). In case of EMD in any form not reached to CSIR-CSMCRI, Bhavnagar before the date of opening of Technical Bid, the bid will be rejected straightaway without any further communication. The bid security or EMD should be remain valid for a period of forty-five days beyond the final bid validity period.
39. Each bidder shall submit only one bid either by himself or as a member of consortium. Only one partner shall file a bid if the joint venture or the consortium participate in the bidding or else all their bids are treated as unqualified.

CONTROLLER OF ADMINISTRATION

TECHNICAL BID

(to be given on Company Letter Head)

No. 3-9(B)/19/CGHS/2025, Dated:

| Sl. No | Technical Requirement | Corresponding page number(s) of Technical Bid for reference |
|--------|---|---|
| 1 | Name of the Firm/ Agency | |
| 2 | Correspondence Address with Phone/Fax/Mobile No./Email ID | |
| 3 | Correspondence Address and contact details in Bhavnagar | |
| 4 | Registration Certificate of the Firm/ Company | |
| 5 | Minimum Annual turnover Rs. 10.00 lakh. Last 3 year's turnover per annum for the year 2022-23, 2023-24 & 2024-25 (Certificate from C.A. should be attached) (Not applicable to MSEs/Startups) | |
| 6 | GST Registration Certificate | |
| 7 | ITR for FY 2024-25 | |
| 8 | Permanent Account No. PAN (Self certified copy) | |
| 9 | List of current reputed clients (Attached separate sheet) i.e. Govt./Semi Govt./State Govt. Offices | |
| 10 | A self-certified undertaking has to be submitted mentioning that they have not been blacklisted by any government organization and the same is not applicable as on date. | |
| 11 | Bid Security Declaration as per Annexure-II | |
| 12 | Tender Acceptance Letter as per Annexure -III | |
| 13 | Financial Bid as per Annexure- IV | |
| 16 | Non Blacklisting Declaration as per Annexure-V | |
| 14 | Land Border Certificate as per Annexure-VI | |
| 15 | Undertaking for agencies registered as Micro/Small Enterprise as per Annexure-VII | |
| 16 | No Claim Certificate as per Annexure-VIII | |
| 17 | List of Enclosures | |

I/We have gone through the empanelment terms and conditions and they are acceptable to us.

Signature of Authorized Person of Agency/ Company with Office Seal

Date:

Place:

Proforma for Earnest Money Deposit (Bid Security) Declaration

Whereas, I/we _____ (name of agency) have submitted bids for _____ (name of work)

I/We hereby submit following declaration in lieu of submitting Earnest Money Deposit.

- 1) If, after the opening of empanelment, I/we withdraw or modify my/our bid during the period of validity of empanelment (including extended validity of empanelment) specified in the empanelment documents,

or

- 2) If, after the award of work, I/we fail to sign the contract, or to submit performance guarantee before the deadline defined in the empanelment documents,

I/we shall be suspended for one year and shall not be eligible to bid for empanelment from date of issue of suspension order.

Signature of Authorized Person of Agency/Company

with Office Seal

Date:

Place:

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender/Work:

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

_____ as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure (s), schedule (s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms/conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred/banned/suspended by any CSIR Labs or its constituent units/Govt. Department/Public sector undertaking.
6. I / We do hereby declare that our Firm has is not a consortium.
7. I / We do hereby declare that the quoted prices are the minimum and we have not quoted the same item on lesser rates than those being offered to CSIR-CSMCRI to any other customer nor they will do so till the validity of offer or execution of the purchase order, whichever is later.
8. Goods and/or Services quoted by us are Manufactured within India or We fulfill the Conditions for eligibility criteria as Applicable for Land Border Share and has provided Certificate as per appropriate Annexure [Strike out which is not applicable]
9. I / We certify that all information furnished by our Firm is true & correct and, in the event, that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

FINANCIAL BID

(to be given on Company Letter Head)

Notice Inviting Tender No. **3-9(B)/19/CGHS/2025 Dated:**

1. Bidder is requested to quote the discounted rates for supplying of medicines on credit basis to staff members as per the Annexure-II
2. Discount should be mentioned both in figures as well as in words.
3. The bidder has to quote the discounted rates on MRP only.
4. **The bidder offering the highest discount shall be awarded the contract. In case of equal discount quotes by two or more chemists, the Institute reserves the right to empanel and award the contract to multiple chemists.**

Price Quote: Rates offered: _____

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Non-Blacklisting declaration

(To be given on Company Letter Head)

Date:

To,

Sub: Declaration for Non-Blacklisting

Empanelment Reference No: _____

Name of the Empanelment / Work: -

Dear Sir,

I/We hereby declare that I/we are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities.

Yours faithfully,

(Signature of the Bidder,
with Official Seal)

ANNEXURE –VI

(Refer to D.O.F. No.6/18/2019-PPD Dated, 28 July, 2020)

(TO BE FURNISHED ON BIDDER’S LETTER HEAD)

Date: _____

To

Sub: Certificate for Restriction on procurement from a bidder of a country which shares a Land Border with India

LPC NIT No. _____

Name of the Bidder: _____

Dear Sir,

“I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that this bidder is not from a country or, if from such a country, has been registered with the Competent Authority, I hereby certify that this bidder fulfils all requirement in this regard and is eligible to be considered. (Where applicable, evidence of valid registration by the Competent Authority shall be attached.)”

Yours faithfully,

Signature & Name of the Authorized Signatory with Company Seal

Undertaking for Agencies registered as Micro/Small Enterprise

A. I/We, confirm that the provisions of Micro and Small Enterprise are applicable to us and our organization falls under the definition of the following category:

- (i) [] - Micro Enterprises
- (ii) [] - Small Enterprises

Please tick in the appropriate option box [] and attach relevant documents / certificates, issued by _____ (District Industries centres or National Small Industries Corporation or any other Body specified by the Ministry of Micro, Small and Medium Enterprises) as evidence of their applicability of Micro and Small Enterprises.

B. I/We also undertake to inform the change in this status as aforesaid during the currency of the Contract, if any.

Signature of Authorized Person of Agency/ Company
with Office Seal

Date:

Place:

Form of No Claim Certificate
(On company letterhead)

To,
The Director
CSIR-Central Salt and Marine Chemicals Research Institute
Gijubhai Badheka Marg,
Bhavnagar, Gujarat 364002

Attention:

NO CLAIM CERTIFICATE

Sub: Contract Agreement no. dated for the supply of

We have received the sum of ₹ _____ (Rupees _____ only) in full and final settlement of all the payments due to us for the supply of _____ under the above mentioned contract agreement, between us. We hereby unconditionally and without any reservation whatsoever, certify that we have no claim whatsoever, of any description, on any account, against Procuring Entity, against aforesaid contract agreement executed by us. We further declare unequivocally, that we have received all the amounts payable to us, and have no dispute of any description whatsoever, regarding the amounts worked out as payable to us and received by us, and that we shall continue to be bound by the terms and conditions of the contract agreement, as regards performance of the contract.

Yours faithfully,
Signatures of supplier or
officer authorized to sign the contract documents
on behalf of the contractor
(company stamp)

Date: _____

Place: _____

QUOTATION FOR EMPANELMENT

| | | |
|---|--|---|
| 1 | Name, address and contact no. of the Firm/Pharmacy. | |
| 2 | Name & Designation of the authorized signatory from the firm/pharmacy | |
| 3 | Flat discount offered by the firm/pharmacy in terms of percentage on the Maximum Retail Price (MRP) inclusive of all taxes printed on the strip/bottle/unit packed in respect of all category of medicines and surgical items except generic drugs. | Name & Signature of the authorized signatory from the firm/pharmacy |

Signature of the authorised signatory/owner of
Firm/ Pharmacy with name and seal