



**Basic Details**

<b>Organisation Chain</b>	Indian Institute of Technology Ropar		
<b>Tender Reference Number</b>	1812-23		
<b>Tender ID</b>	2023_IITRP_758356_1	<b>Withdrawal Allowed</b>	Yes
<b>Tender Type</b>	Open Tender	<b>Form of contract</b>	Buy
<b>Tender Category</b>	Goods	<b>No. of Covers</b>	2
<b>General Technical Evaluation Allowed</b>	No	<b>ItemWise Technical Evaluation Allowed</b>	No
<b>Payment Mode</b>	Offline	<b>Is Multi Currency Allowed For BOQ</b>	No
<b>Is Multi Currency Allowed For Fee</b>	No	<b>Allow Two Stage Bidding</b>	No

**Payment Instruments**

Offline	S.No	Instrument Type
	1	R-T-G-S
	2	NEFT

**Cover Details, No. Of Covers - 2**

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	Tender For Outsourcing of Pharmacy at the Indian Institute of Technology Ropar Medical Centre
2	Finance	.xls	Tender For Outsourcing of Pharmacy at the Indian Institute of Technology Ropar Medical Centre

**Tender Fee Details, [Total Fee in ₹ \* - 0.00]**

<b>Tender Fee in ₹</b>	0.00		
<b>Fee Payable To</b>	Nil	<b>Fee Payable At</b>	Nil
<b>Tender Fee Exemption Allowed</b>	No		

**EMD Fee Details**

<b>EMD Amount in ₹</b>	1,00,000	<b>EMD through BG/ST or EMD Exemption Allowed</b>	Yes
<b>EMD Fee Type</b>	fixed	<b>EMD Percentage</b>	NA
<b>EMD Payable To</b>	IIT Ropar Revenue Account	<b>EMD Payable At</b>	Ropar

**Work /Item(s)**

<b>Title</b>	Tender For Outsourcing of Pharmacy at the Indian Institute of Technology Ropar Medical Centre				
<b>Work Description</b>	Tender For Outsourcing of Pharmacy at the Indian Institute of Technology Ropar Medical Centre				
<b>Pre Qualification Details</b>	Please refer Tender documents.				
<b>Independent External Monitor/Remarks</b>	NA				
<b>Tender Value in ₹</b>	NA	<b>Product Category</b>	Drugs and Pharmaceutical Products	<b>Sub category</b>	NA
<b>Contract Type</b>	Tender	<b>Bid Validity(Days)</b>	180	<b>Period Of Work(Days)</b>	30
<b>Location</b>	IIT Ropar	<b>Pincode</b>	140001	<b>Pre Bid Meeting Place</b>	NA

<b>Pre Bid Meeting Address</b>	NA	<b>Pre Bid Meeting Date</b>	NA	<b>Bid Opening Place</b>	M Visvesvaraya Block
<b>Should Allow NDA Tender</b>	No	<b>Allow Preferential Bidder</b>	No		

**Critical Dates**

<b>Publish Date</b>	19-Jun-2023 05:00 PM	<b>Bid Opening Date</b>	10-Jul-2023 03:30 PM
<b>Document Download / Sale Start Date</b>	19-Jun-2023 05:00 PM	<b>Document Download / Sale End Date</b>	10-Jul-2023 03:00 PM
<b>Clarification Start Date</b>	19-Jun-2023 05:00 PM	<b>Clarification End Date</b>	03-Jul-2023 11:00 AM
<b>Bid Submission Start Date</b>	19-Jun-2023 05:00 PM	<b>Bid Submission End Date</b>	10-Jul-2023 03:00 PM

**Tender Documents**

<b>NIT Document</b>	<b>S.No</b>	<b>Document Name</b>	<b>Description</b>	<b>Document Size (in KB)</b>
	1	Tendernotice_1.pdf	Tender For Outsourcing of Pharmacy at the Indian Institute of Technology Ropar Medical Centre	1248.74

  

<b>Work Item Documents</b>	<b>S.No</b>	<b>Document Type</b>	<b>Document Name</b>	<b>Description</b>	<b>Document Size (in KB)</b>
	1	Tender Documents	UPLOAD19062023.pdf	Tender For Outsourcing of Pharmacy at the Indian Institute of Technology Ropar Medical Centre	1234.43
	2	BOQ	BOQ_797218.xls	BOQ FOR QUOTING RATES	266.50

**Tender Inviting Authority**

<b>Name</b>	Deputy Registrar
<b>Address</b>	Store and Purchase M Visvesvaraya Block Indian Institute of Technology Ropar Rupnagar 140001



भारतीय प्रौद्योगिकी संस्थान रोपड़  
INDIAN INSTITUTE OF TECHNOLOGY ROPAR

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Ph. 01881-231285, 231283, e-mail: purchase@iitrpr.ac.in

File No. 1812-23/MED-PHAR/Deptt/PS/

Dated 19/06/2023

भारतीय प्रौद्योगिकी संस्थान रोपड़ फार्मसी की आउटसोर्सिंग की निम्नलिखित प्रक्रिया में है:

Indian Institute of Technology Ropar is in the process for outsourcing of pharmacy as per details under:

मद का विवरण <b>Details of the item</b>	<b>TENDER FOR OUTSOURCING OF PHARMACY AT THE INDIAN INSTITUTE OF TECHNOLOGY ROPAR (IIT ROPAR) MEDICAL CENTRE</b>
बयाना जमा करने के लिए जमा राशि <b>Earnest Money Deposit to be submitted</b>	<b>Rs. 1,00,000.00/-</b>

निविदा दस्तावेज केंद्रीय सार्वजनिक खरीद पोर्टल <http://eprocure.gov.in/eprocure/app> से डाउनलोड हो सकते हैं। ई-प्रोक्योरमेंट में पंजीकृत नहीं होने वाले इच्छु बोलीदाताओं को वेबसाइट <http://eprocure.gov.in/eprocure/app> के माध्यम से भाग लेने से पहले पंजीकरण करना चाहिए। पोर्टल नामांकन मुफ्त है बोलीदाताओं को सलाह दी जाती है 'आनलाइन बोली के निर्देश' पर दिए गए निर्देशों के माध्यम से जाने की सलाह दी जाए।

Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at 'Instructions for online Bid Submission'.

निविदाकर्ता वेबसाइट पर निविदा दस्तावेज का उपयोग कर सकते हैं (एनआईसी साइट में खोज के लिए, कृपया निविदा खोज विकल्प और 'आईआईटी' टाइप करें। उसके बाद, सभी आईआईटी रोपड़ निविदाओं को देखने के लिए "गो" बटन पर क्लिक करें) उपयुक्त निविदा का चयन करें और उन्हें सभी प्रासंगिक सूचनाओं से भरें और वेबसाइट पर <http://eprocure.gov.in/eprocure/app> पूरा निविदा दस्तावेज अगले पृष्ठ में दिए गए कार्यक्रम के अनुसार आनलाइन जमा करें।

Tenderers can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type 'IIT'. Thereafter, Click on "GO" button to view all IIT Ropar tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <http://eprocure.gov.in/eprocure/app> as per the schedule given in the next page.

कोई मैन्युअल बोली स्वीकार नहीं की जाएगी। सभी कोटेशन (दरसूची) (तकनीकी और वित्तीय दोनों को ई-प्रोक्योरमेंट पोर्टल में जमा करनी चाहिए)।

No manual bids will be accepted. All quotation (both Technical and Financial should be submitted in the E-procurement portal).

(कुलसचिव / Registrar)



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SCHEDULE	
Name of Organization	Indian Institute of Technology Ropar
Tender Type (Open/Limited/EOI/Auction/Single/Global)	Open
Tender Category (Services/Goods/works)	Goods
Type/Form of Contract (Work/Supply/Service/Buy/Empanelment)	Buy
Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems/Lab Equipment)	Pharmaceutical and Surgical Items
Date of Issue/Publishing	19/06/2023 (17:00 Hrs)
Document Download/Sale Start Date	19/06/2023 (17:00 Hrs)
Document Download/Sale End Date	10/07/2023 (15:00 Hrs)
Last Date and Time for Uploading of Bids	10/07/2023 (15:00 Hrs)
Date and Time of Opening of Technical Bids	10/07/2023 (15:30 Hrs)
Tender Fee/EMD	Rs. ___NIL___ (For Tender Fee) Rs. 1,00,000.00/- (For EMD)
	(To be paid through RTGS/NEFT. IIT Ropar Revenue Account Bank details are as under:
	Name of the Bank A/C : IIT Ropar Revenue Account
	SBI A/C No. : 37360100716
	Name of the Bank : State Bank of India
	IFSC Code : SBIN0013181
	MICR Code : 140002008
	(This is mandatory that UTR Number is provided in the on- line quotation/bid. (Kindly refer to the UTR Column of the Declaration Sheet at Annexure-II)
No. of Covers (1/2/3/4)	2
Bid Validity days (180/120/90/60/30)	180 days (From last date of opening of tender)
Address for Communication	Deputy Registrar, Store & Purchase, M. Visvesvaraya Building, Indian Institute of Technology Ropar, Rupnagar – 140001
Contact No.	01881-231283,85
Email Address	<a href="mailto:purchase@iitrpr.ac.in">purchase@iitrpr.ac.in</a> , <a href="mailto:drsp@iitrpr.ac.in">drsp@iitrpr.ac.in</a>

(Registrar)



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## आनलाइन बोली (बिड) के लिए निर्देश / **Instructions for Online Bid Submission:**

व्यय विभाग के निर्देशों के अनुसार, यह निविदा दस्तावेज केंद्रीय सार्वजनिक प्रापण पोर्टल

(यूआरएल: [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) पर प्रकाशित किया गया है। बोलीदाताओं को मान्य डिजिटल हस्ताक्षर प्रमाणपत्र का उपयोग करते हुए सीपीपी पोर्टल पर इलेक्ट्रॉनिक रूप से अपनी बोलियों की सॉफ्ट प्रतियां जमा करना आवश्यक है। सीपीपी पोर्टल पर पंजीकरण करने के लिए निविदाकर्ताओं की सहायता करने के लिए नीचे दिए गए निर्देशों तात्पर्य है, सीपीपी पोर्टल पर आवश्यकताओं के अनुसार अपनी बोलियां तैयार करें और अपनी बोलियां आनलाइन जमा करें।

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

अधिक जानकारी सीपीपी पोर्टल पर आनलाइन बोलियां जमा करने के लिए उपयोगी हो सकती है।

More information useful for submitting online bids on the CPP Portal may be obtained at:

<http://eprocure.gov.in/eprocure/app>

### पंजीकरण / REGISTRATION

- 1) बोलीदाताओं को “नामांकन के लिए यहां क्लिक करें ” लिंक पर क्लिक करके सेंट्रल पब्लिक प्रोक्योरमेंट पोर्टल (यूआरएल: <http://eprocure.gov.in/eprocure/app>) के ई-प्रोक्योरमेंट मोड्यूल पर भर्ती करना आवश्यक है। सीपीपी पोर्टल पर नामांकन निःशुल्क है।  
Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
- 2) नामांकन प्रक्रिया के भाग के रूप में, बोलीदाताओं को अपने खाते के लिए एक अद्वितीय उपयोगकर्ता नाम चुनना होगा और एक पासवर्ड प्रदान करना होगा।  
As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) बोलीदाताओं को सलाह दी जाती है कि पंजीकरण प्रक्रिया के भाग के रूप में अपना वैध ईमेल पता और मोबाइल नंबर पंजीकृत करें। इनका उपयोग सीपीपी पोर्टल से किसी भी संचार के लिए किया जाएगा।  
Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) नामांकन पर, बोलीदाताओं को सीसीए इंडिया द्वारा मान्यता प्राप्त किसी प्रमाणन प्राधिकरण द्वारा जारी किए गए अपने मान्य डिजिटल हस्ताक्षर प्रमाण पत्र (कक्षा द्वितीय या कक्षा III प्रमाण पत्र के साथ महत्वपूर्ण उपयोग पर हस्ताक्षर करने ) की आवश्यकता होगी। (जैसे सीफी/टीसीएस/एनकोड/ई-मुद्रा आदि), इनके प्रोफाइल के साथ  
Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) केवल एक मान्य डीएससी एक बोलीदाता द्वारा पंजीकृत होना चाहिए। कृपया ध्यान दें कि निविदाकर्ता यह सुनिश्चित करने के लिए जिम्मेदार है कि वे अपने डीएससी को दूसरों को उधार नहीं देते हैं जिससे दुरुपयोग हो सकता है।



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Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.

- 6) बोलीदाता फिर अपने यूजर आईडी / पासवर्ड और डीएससी/ईटोकन के पासवर्ड को दर्ज करके सुरक्षित लॉग-इन के माध्यम से साइट पर लॉग आन करता है।  
Bidder then logs in to the site through the secured log-in by entering their userID / password and the password of the DSC / eToken.

### निविदा दस्तावेजों के लिए खोजना / **SEARCHING FOR TENDER DOCUMENTS/**

- 1) सीपीपी पोर्टल में निर्मित विभिन्न खोज विकल्प है, ताकि बोलीदाओं को कई मापदंडों से सक्रिय निविदाएं खोज सकें। इन मापदंडों में निविदा आईडी, संगठन का नाम, स्थान, तिथि, मूल्य आदि शामिल हो सकते हैं। निविदाओं के लिए उन्नत खोज का एक विकल्प भी है, जिसमें बोलीदाता कई नामों को जोड़ सकते हैं जैसे संगठन का नाम, अनुबंध का स्थान, स्थान, सीपीपी पोर्टल पर प्रकाशित निविदा की खोज के लिए तारीख, अन्य कीवर्ड आदि।  
There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 2) बोलीदाताओं ने एक बार निविदाएं चुनी हैं जिसमें वे रुचि रखते हैं, उसका वे आवश्यक दस्तावेज / निविदा कार्यक्रम डाउनलोड कर सकते हैं। ये निविदाएं “मेरी निविदाएं” फोल्डर में ले जाई जा सकती हैं। इससे सीपीपी पोर्टल को बोलीदाताओं को एसएमएस / ई-मेल के माध्यम से सूचित किया जा सकता है, यदि निविदा दस्तावेज में कोई शुद्धि जारी की गई है।  
Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) बोलीदाता को प्रत्येक निविदा को निर्दिष्ट अद्वितीय निविदा आईडी का नोट बनाना चाहिए, अगर वे हेल्पडेस्क से कोई स्पष्टीकरण / सहायता प्राप्त करना चाहते हैं।  
The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### बोली की तैयारी / **PREPARATION OF BIDS**

- 1) बोलीदाता को अपनी बोलियां जमा करने से पहले निविदा दस्तावेज पर प्रकाशित किसी भी शुद्धि को ध्यान में रखना चाहिए।  
Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) कृपया बोली के भाग के रूप में जमा किए जाने वाले दस्तावेजों को समझन के लिए निविदा विज्ञापन और निविदा दस्तावेज ध्यान से देखें। कृपया उन अंकों की संख्या पर ध्यान दें जिन में बोली दस्तावेज जमा करना है, दस्तावेजों की संख्या- जिसमें प्रत्येक दस्तावेज के नाम और सामग्री शामिल हैं, जिन्हें प्रस्तुत करने की आवश्यकता है। इनमें से कोई भी विचलन बोली को अस्वीकार कर सकता है।  
Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note



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the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

- 3) बोलीदाता, अग्रिम में, निविदा दस्तावेज/ अनुसूची में बताए अनुसार प्रस्तुत करने के लिए बोली दस्तावेज तैयार करना चाहिए और आम तौर पर, वे पीडीएफ/एक्सएलएस/आरएआर/डीडब्ल्यूएफ स्वरूपों में हो सकते हैं। बोली दस्तावेजों को 100 डीपीआई के साथ काले और सफेद विकल्प स्कैन किया जा सकता है।

Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.

- 4) मानक दस्तावेजों के एक ही सेट को अपलोड करने के लिए आवश्यक समय और प्रयास से बचने के लिए जो प्रत्येक बोली के भाग के रूप में जमा करने के लिए आवश्यक हैं, ऐसे मानक दस्तावेज अपलोड करने का प्रावधान (जैसे पैन कार्ड कॉपी, वार्षिक रिपोर्ट, लेखा परीक्षक प्रमाणपत्र आदि) बोलीदाताओं को प्रदान किया गया है। ऐसे दस्तावेजों को अपलोड करने के लिए बोलीकर्ता उनके लिए उपलब्ध “मेरा स्पेस” क्षेत्र उपयोग कर सकते हैं। बोली जमा करते समय ये दस्तावेज सीधे “मेरा स्पेस” क्षेत्र में जमा किए जा सकते हैं, और उन्हें बार-बार अपलोड करने की आवश्यकता नहीं है इससे बोली जमा प्रक्रिया के लिए आवश्यक समय में कमी आएगी।

To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## बोली जमा करना / SUBMISSION OF BIDS

- 1) बोलीदाता को बोली प्रस्तुति के लिए अच्छी तरह से साइट पर लॉग इन रना चाहिए ताकि वह समय पर बोली अपलोड कर सके अथवा फिर बोली प्रस्तुत करने के समय से पहले। अन्य मुद्दों के कारण किसी भी देरी के लिए बोलीदाता जिम्मेदार होगा।

Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

- 2) बोलीदाता को निविदा दस्तावेज में दर्शाए अनुसार एक-एक करके आवश्यक बोली दस्तावेजों को डिजिटल हस्ताक्षर और अपलोड करना होगा।

The bidder has to digitally sign the bid document and upload the required bid documents one by one as indicated in the tender document.

- 3) बोलीदाता को निविदा शुल्क/ ईएमडी को भुगतान के लिए “आन लाइन” के रूप में भुगतान विकल्प चुनना होगा और उपकरण का विवरण दर्ज करना होगा। जब भी, ईएमडी / निविदा शुल्क की मांग की जाती है, बोलीदाताओं को टेंडर शुल्क और ईएमडी अलग-अलग आरटीजीएस के माध्यम से आन लाइन पर भुगतान करने की आवश्यकता होती है।

Bidder has to select the payment option as “on-line” to pay the tender fee / EMD as applicable and enter details of the instrument. Whenever, an EMD / Tender fee is sought, bidders need to pay the tender fee and EMD separately on-line through RTGS.



# भारतीय प्रौद्योगिकी संस्थान रोपड़ INDIAN INSTITUTE OF TECHNOLOGY ROPAR

रूपनगर, पंजाब-140001/ Rupnagar, Punjab-140001  
Ph. 01881-231285, 231283, e-mail: purchase@iitrpr.ac.in

- 4) एक मानक BoQ प्रारूप को सभी बोलीदाताओं द्वारा भरने के लिए निविदा दस्तावेज प्रदान किया गया है। बोलीदाताओं को इस बात का ध्यान रखना चाहिए कि उन्हें आवश्यक प्रारूप में अपनी वित्तीय बोली जमा करनी चाहिए और कोई अन्य प्रारूप स्वीकार्य नहीं है। बोलीकर्ताओं को BoQ फाइल को डाउनलोड करने, इसे खोलने और अपने संबंधित वित्तीय उद्धरण और अन्य विवरण (जैसे बोलीदाता का नाम) के साथ सफेद रंगीन (असुरक्षित) कोशिकाओं को पूरा करना आवश्यक है। कोई भी अन्य कक्ष नहीं बदला जाना चाहिए। एक बार विवरण पूरा हो जाने पर, बोलीदाता को इसे सहेजना होगा और इसे आनलाइन जमा करना होगा, बिना फाइल नाम बदले। यदि BoQ फाइल को बोलीदाता द्वारा संशोधित किया गया है, तो बोली को खारिज कर दिया जाएगा।

A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- 5) सर्वर का समय (जो बोलीदाताओं के डैशबोर्ड पर प्रदर्शित होता है) बोलीदाताओं द्वारा बोलियों को खोलने के लिए समय सीमा को संदर्भित करने के लिए मानक समय के रूप में माना जाएगा। बोलीदाताओं को खोलना आदि। बोलीदाताओं को बोली प्रस्तुत करने के दौरान इस समय का पालन करना चाहिए।

The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

- 6) बोलीदाताओं द्वारा प्रस्तुत सभी दस्तावेज पीकेआई एन्क्रिप्शन तकनीकों का उपयोग करके एन्क्रिप्ट किया जाएगा जिससे डेटा की गोपनीयता सुनिश्चित हो सके। दर्ज किए गए डेटा को अनाधिकृत व्यक्तियों द्वारा बोली खोलने के समय तक नहीं देखा जा सकता है। बोलियों की गोपनीयता को सुरक्षित सॉकेट लेयर 128 बिट एन्क्रिप्शन तकनीक का उपयोग कर रखा जाता है। संवेदनशील क्षेत्रों का डेटा संग्रहण एन्क्रिप्शन किया जाता है।

All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.

- 7) अपलोड किए गए निविदा दस्तावेज केवल अधिकृत बोलीदाता द्वारा निविदा खोलने के बाद ही पठनीय हो सकते हैं।

The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 8) बोलियों के सफल और समय पर जमा होने पर, पोर्टल सभी प्रासंगिक विवरणों के साथ बोली संख्या, बोली जमा करने की तारीख और समय के साथ बोली सफलतापूर्वक जमा करने का संदेश एवं बोली सारांश प्रदर्शित करेगा।

Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

- 9) कृपया अनुपालन पत्रक की एक पीडीएफ फाइल में सभी प्रासंगिक दस्तावेजों के स्कैन किए गए पीडीएफ को जोड़ दें।

Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

## बोलीदाताओं को सहायता / ASSISTANCE TO BIDDERS

- 1) निविदा दस्तावेज से संबंधित कोई भी प्रश्न और इसमें निहित नियमों और शर्तों को निविदा आमंत्रण प्राधिकरण को निविदा के लिए अथवा निविदा में वर्णित प्रासंगिक संपर्क व्यक्ति से संबोधित किया जाना चाहिए।





भारतीय प्रौद्योगिकी संस्थान रोपड़  
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Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

- 2) आनलाइन बोली प्रस्तुत करने अथवा सामान्य में सीपीपी पोर्टल से संबंधित प्रश्नों की प्रक्रिया से संबंधित कोई भी प्रश्न 24x7सीपीपी पोर्टल हेल्पडेस्क पर निर्देशित किया जा सकता है। हेल्पडेस्क के लिए संपर्क संख्या 1800 233 7315 हैं।

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

**बोलीदाताओं के लिए सामान्य निर्देश / General Instructions to the Bidders**

- 1) निविदाएं पोर्टल <http://eprocure.gov.in/eprocure/app> के माध्यम से आनलाइन प्राप्त होगी। तकनीकी बोलियों में, बोलीदाताओं को सभी दस्तावेजों को पीडीएफ प्रारूप में अपलोड करना होगा।

The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format.

- 2) कंपनी के नाम में स्मार्ट कार्ड/ई-टोकन के रूप में मान्य क्लास II/III डिजिटल हस्ताक्षर प्रमाणपत्र (डीएससी) के पंजीकरण के लिए एक शर्त है और <https://eprocure.gov.in/eprocure/app> के माध्यम से बोली प्रस्तुत करने की गतिविधियों में भाग ले सकते हैं। डिजिटल हस्ताक्षर प्रमाणपत्र पर अधिकृत प्रमाणित एजेंसियों से प्राप्त की जा सकती है, जिनमें से जानकारी "डीएससी के बारे में सूचना" लिंक के तहत वेब साइट <https://eprocure.gov.in/eprocure/app> पर उपलब्ध है।

Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".

- 3) निविदाकर्ता को सलाह दी जाती है कि <https://eprocure.gov.in/eprocure/app> पर ई-प्रोक्योरमेंट के लिए सेंट्रल पब्लिक प्रोक्योरमेंट पोर्टल माध्यम से आनलाइन बोली के जमा करते समय निविदाकार हेतु निर्देशों में उपलब्ध निर्देशों का अनुगमन करें। Tenderer are advised to follow the instructions provided in the 'Instructions to the Tenderer the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>.



भारतीय प्रौद्योगिकी संस्थान रोपड़  
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**NOTICE INVITING QUOTATIONS**

Dated: 19/06/2023

**SUBJECT: OUTSOURCING OF PHARMACY AT THE INDIAN INSTITUTE OF TECHNOLOGY ROPAR (IIT ROPAR) MEDICAL CENTRE.**

**Invitation for Bids**

Indian Institute of Technology Ropar invites online Bids (Technical bid and Price bid) from eligible, qualified, registered and experienced Pharmacies for setting up of an Outsourcing Pharmacy at the Indian Institute of Technology Ropar Medical Centre as per the terms & conditions specified in the bid document, which is available on CPP Portal <http://eprocure.gov.in/eprocure/app>.

A complete set of bid documents may be downloaded by prospective bidders free of cost from the website <http://eprocure.gov.in/eprocure/app>.



भारतीय प्रौद्योगिकी संस्थान रोपड़  
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ANNEXURE-A

**GENERAL TERMS AND CONDITIONS**

A	Searching for Tender Documents	<p>I. There are various search options built in the CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.</p> <p>II. Once the bidders have selected the tenders they are interested in they may download the required documents/tender schedules. These tenders can be moved to the respective “My Tender” folder. This would enable the CPP Portal to intimate the bidders through SMS/email in case there is any corrigendum issued to the tender document.</p> <p>III. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.</p>
B	Preparation of Bids	<p>I. Bidder should take into account any corrigendum published on the tender document before submitting their bids.</p> <p>II. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted. Any deviations from these may lead to rejection of the bid.</p> <p>III. Bidder in advance should prepare the bid documents to be submitted as indicated in the tender document/schedule and generally shall be in PDF formats as the case may be Bid documents may be scanned with 100dpi with colour option.</p> <p>IV. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GSTIN Details, annual reports, auditors certificates etc.) has been provided to the bidders. Bidders can use “My Documents” are available to them to upload such documents. These documents may be directly submitted from the “My documents” area while submitting a bid and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.</p>



भारतीय प्रौद्योगिकी संस्थान रोपड़  
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C	Submission of bids	<p>I. Bidder should log into the site well in advance for bid submission so that he /she upload the bid in time i.e. on or before the bid submission date and time. Bidder will be responsible for any delay due to other issues. I</p> <p>II. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.</p> <p>III. A standard BOQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and not other format is acceptable. Bidders are required to download the BOQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected</p>
D	Assistance to Bidders	<p>I. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the 8   P a g e Tender Inviting for a tender or the relevant contact person indicated in the tender. II. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24 X7 CPP Portal Helpdesk. The contact number for the helpdesk is {0120-4200462, 0120-4001002, 0120- 4001005}</p>
E	General Instructions to the Bidders	<p>I. The Tenders will be received online through portal <a href="https://etenders.gov.in/eprocure/app">https://etenders.gov.in/eprocure/app</a>. In the Technical Bids, the bidders are required to upload all the documents in pdf format.</p> <p>II. Possession of a valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <a href="https://etenders.gov.in/eprocure/app">https://etenders.gov.in/eprocure/app</a></p> <p>III. Digital signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <a href="https://etenders.gov.in/eprocure/app">https://etenders.gov.in/eprocure/app</a> under the "Information about DSC".</p>
F	Opening of the tender	<p>I. The online bid will be opened by a committee duly constituted for this purpose. Online bids (complete in all respect) received along with EMD will be opened as mentioned in the Schedule of the tender document. Bid received without EMD will be rejected straight way. The</p>



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		technical bid will be opened online first and it will be examined by a technical committee (as per the eligibility criteria (Annexure-D), specification and requirement). The financial offer/bid will be opened only for the offer/bid which technically meets all requirements as per the specification.
G	Marking on Technical Bid	I. EMD for <b>Rs 1,00,000.00/-</b> has to be paid by online. II. Performance guarantee of <b>Rs.5,00,000.00/-</b> only) has to be submitted by way of DD/bank guarantee by the successful bidder only. III. The EMD will be returned to unsuccessful tenderer only after the tenders are finalized. In case of successful tenderer, it will be retained till the period of contract of the pharmacy.
H	Marking on Price Bid	I. Price bid should be submitted in the prescribed Performa as per BOQ format through e-tender only. No manual submission of bid will be entertained. II. Price bid should indicate percentage of discount proposed to be offered for pharmaceutical and surgical item by the tenderer on the MRP rate. III. The minimum desired percentage of discount for pharmaceutical item is 20% on MRP and 40% on branded surgical items. The vendor may offer the most competitive percentage of discount for pharmaceutical item and surgical item on MRP.
1	<b>Preparation of the Bid:</b> (a) The bidder should quote as per the specification requirements by mentioning the bid specification and the offer side by side and the rate should be in total as per the requirements. The offer/bids should be submitted through online only in two part bid system i.e. Technical and Commercial. Bid of only those who satisfy the technical criterion and Vendor Eligibility Criteria (Annexure-C) shall be evaluated.	
2	<b>Signing of the Bid:</b> The bid is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the schedule to the Tender are not fully filled in or not duly signed/authenticated. Specific attention is drawn to the terms and conditions enclosed herewith. Each page of the technical bid required to be signed and bears the official seal of the tenderers. If the application is made by a firm in partnership, it shall be signed (with seal) by all the partners of the firm above their full typewritten names and current addresses or alternatively by a partner holding power of attorney for the firm in which case a certified copy of the power of attorney shall accompany the application. A certified copy of the partnership deed along with current addresses of all the partners of the firm shall also accompany the application. If a limited company or a corporation make application, it shall be signed by a duly authorized person holding power of attorney for signing the application, in which case a certified copy of the power of attorney shall accompany the application. Such limited company or corporation may be required to furnish satisfactory evidence of its existence. The applicant shall also furnish a copy of the Memorandum of Articles of association duly attested by a Public notary.	
3	<b>Period for which the offer will remain open:</b> I. Firms should offer the bid validity for 180 days from the date of opening of the bids. However, if	



भारतीय प्रौद्योगिकी संस्थान रोपड़  
INDIAN INSTITUTE OF TECHNOLOGY ROPAR

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	<p>the last day of validity of the offer is a holiday for the Indian Institute of Technology, Ropar, the offer shall remain valid for acceptance till the next working day.</p> <p>II. Quotations qualified by such vague and indefinite expressions such as subject to immediate acceptance, 'subject to prior sale' will not be considered.</p>
4	<p><b>Terms and conditions:</b> Failure to comply with any of the instructions stated in this document of offering unsatisfactory explanations for non-compliance will lead to rejection of offers.</p>
5	<p><b>Right of Acceptance:</b> IIT Ropar reserves the right to reject the whole or any part of the bid without assigning any reason or to accept them in part or full.</p>
6	<p><b>Communication of contract:</b> Acceptance of IIT Ropar will be communicated by post, if required, and the successful bidder's acceptance communicated to IIT Ropar formally in writing.</p>
7	<p>In terms of Rule 173 (IV) of General Financial Rules, 2017 the bidder shall be at liberty to question the bidding conditions, bidding process and / or rejection of its bid.</p>
8	<p><b>Conditions of contract:</b> Tenderer should quote on the basis of the conditions referred to in Para of the invitation to tender and tender papers. In case these terms and conditions are not acceptable to the tenderer, he should specifically state the deviation(s) there from in the body of the tender</p>
9	<p>Tenderer shall submit along with his Tender: Name and full address of the Banker and their swift code and PAN No. and GSTIN number.</p>
10	<p><b>Jurisdiction:</b> All disputes or difference whatsoever arriving between parties out of or relating to means and operation of this contract or the breach thereof shall be settled by Arbitrator. All questions, disputes, or differences arising under, out of or in connection with the contract, if concluded, shall be subject to the exclusive jurisdiction at the place from which acceptance of Tender is issued.</p>
11	<p><b>Force Majeure:</b> The Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of force Majeure. For purpose of this Clause, "Force Majeure" means an event beyond the control of the supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to acts of the purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the supplier shall promptly notify the purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contracts as far as is reasonably. Practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.</p>
12	<p><b>Physical visit of the site:</b> The bidders are free to visit the provisions of the pharmacy outlet at the Institute Hospital and physically verify the premises during the working hours of the hospital with the prior permission of the Institute Medical Officer.</p>
13	<p>IIT Ropar may without prejudice to any other remedy for breach of contract by written notice of default sent to the bidder terminate the contract in whole or part: a) If the bidder fails to provide any or all of the services within the period(s) specified in the contract. b) If the bidder fails to perform any other obligation(s) under the contract. c) if the bidder has engaged corrupt or fraudulent or unethical practices in competing for or in executing the contract.</p>
14	<p>The contract shall be awarded initially for a period of <b>three years</b> subject to satisfactory performance and renewal on yearly basis</p>



भारतीय प्रौद्योगिकी संस्थान रोपड़  
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15	Depending upon the need, requirement and specific circumstances, the Institute may prescribe, with prior consent of the other party / operator of the pharmacy, certain other conditions not specifically mentioned in this document. These conditions shall carry the same weightage as attached to all other conditions of the contract.
16	The Licensee / Operator of the Pharmacy shall notify the Institute of any material change in their ownership status and their shareholdings etc where such change would have an impact on the performance or obligation under this contract.

ACKNOWLEDGEMENT:- It is hereby acknowledged that I/we have gone through all the points listed under the “Scope of work” (Annexure-B) and “Terms and Conditions” (Annexure-A) of the tender document. I/We totally understand the scope of work, Terms and conditions and agree to execute the tender as per the scope of work and to abide by the Terms and Conditions.

**Signature of the Authorized signatory  
along with seal of the company with date**



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**ANNEXURE-B**

**SCOPE OF WORK**

IIT Ropar runs a Medical Centre to provide medical facilities to students, employees and the dependents of the employees.

1. The successful bidder must establish a full-fledged pharmacy at the Institute Medical Centre and stock all required branded drugs as per Drug Control Act.
2. The Outsourced Pharmacy shall be established and operated in the space provided by the Institute.
3. IIT Ropar will provide required space to establish the distribution counters and the storage space. The operator of the outsourced pharmacy shall pay the license fee for the space as per the Institute norms. The electricity charges shall be payable on actual consumption basis at the prevailing tariff. The operator will also be responsible for the maintenance, repair and /or replacement of all fittings and fixtures at its own cost. At the end of the contract, the space shall be handed over in the same condition in which it was given to the operator of the pharmacy.
4. The successful bidder shall obtain required drug license including Narcotic drugs, GST registration etc. to run the pharmacy
5. Pharmacy working hours shall be as decided by the Institute
6. Successful bidder shall employ adequate, authorized and registered pharmacist (M.Pharma/B.Pharma) to issue drugs who need to have good training in customer relationship. The degree of the pharmacist must be recognized by Pharmacy Council of India, and be displayed at the dispensing counter. The payment of salary, bonus etc to the deployed staff shall be borne by the licensee / operator of the pharmacy. In addition, a copy of the certificates of the staff must be submitted to Medical Officer, IIT Ropar.
7. The operator of the pharmacy shall stock all medicines as recommended by the IIT Ropar Medical Centre Doctors. Furthermore, the acceptable inventory of medicines supplied will only be from a set of reputed drug manufacturing companies/manufacturers. In all other cases the operator shall seek approval of the Institute Medical Officer to accept the offered brands for medicines. The medicines shall be procured ONLY from the authorized distributors of the drug company and the operator shall submit copies of such challans to IIT Ropar.
8. The operator of the outsourced pharmacy, during the course of functioning, shall evolve a system to study the consumption of various drugs and their stock position. The





भारतीय प्रौद्योगिकी संस्थान रोपड़  
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- consumption pattern of the drugs shall be submitted to the Institute Medical Officer every month.
9. No cash sales of any item / medicine shall be allowed from the IIT Ropar pharmacy for medicines prescribed by the Institute Medical officer/Visiting specialists. Any item which is non reimbursable, although recommended by the doctors and not available in the pharmacy shall be procured by the beneficiary from other sources as per rules applicable in this regard. No outsider shall be entertained at the Institute pharmacy. Medicines prescribed by the empanelled hospitals shall be sold on cash only.
  10. The bidder should sell all drugs and medicines on discounted quoted rate on Maximum Retail Price (Inclusive of all applicable taxes) as per contract for stocking and dispensing to the beneficiaries under the contract. The discount rate quoted shall be on shall remain valid for the entire duration of the contract/extension of contract.
  11. The operator shall only provide paper covers for the supply of medicine and no polyethylene/plastic covers are permitted for this purpose
  12. No unauthorized person shall be allowed inside the pharmacy. A list of pharmacist and other working in the pharmacy must be submitted with their details including their passport size photo, educational qualification, pharmacy council registration, experience, address, contact mobile/phone no., and ID card etc. to Institute Medical Officer for necessary permission and security pass. All those working in the pharmacy shall maintain the code of conduct and disciplined behaviour required by the IIT Ropar. Any violation will lead to necessary action and cancellation of their IIT security pass.
  13. The representative of the outsourced pharmacy will, as and when required, attend the meeting fixed by the Institute authorities.
  14. The Outsourced Pharmacy shall produce Registration Certificate of the qualified person (Pharmacist) engaged in dispensing of the medicines/drugs and comply with the standards of Drugs and Cosmetics Act 1940 and Rules 1945.
  15. The Manager should take up the responsibility of supervising the functioning of staff, their activities and behaviour towards the clients.
  16. The Outsourced pharmacy shall not stop the supply of the medicines/drugs without giving three month notice to IIT Ropar and the medicines shall be issued upto the last date of the contract.
  17. The medicines/drugs to be stocked/dispensed should have atleast 75% of their shelf life or the expiry date. It means if a particular medicine has two year life before the expiry date, the remaining time to the expiry date should at least be 18 months.



भारतीय प्रौद्योगिकी संस्थान रोपड़  
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18. All medicines issued at the pharmacy shall be stamped NOT FOR SALE / IIT ROPAR MEDICAL CENTRE SUPPLY.
  19. If any medicine prescribed by the doctor is not available, the pharmacy shall try to procure as soon as possible or latest by the next day.
  20. The successful bidder must agree to share their database (including code) for stock entry, distribution, issue slips and billing of the pharmacy with IIT Ropar.
  21. The operator shall submit weekly bills to the Institute Medical Centre and the payment shall be released within 30 working days if no deficiency is noticed in the bill.
  22. The pharmacy shall operate in the best interest of the beneficiaries and follow good industry practices in this regard. The operator shall run the pharmacy itself and shall not sub contract or sublet to any other agency.
  23. The Licensee / Operator of the outsourced pharmacy shall be responsible for all commissions and omissions in running the pharmacy and will be responsible for all legal consequences that may arise during the running of the pharmacy. The Institute shall not be held responsible for the outcome off its pharmacy activities provided by the Licensee.

**Signature of the Authorized signatory  
along with seal of the company with date**



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ANNEXURE-C

**BIDDER ELIGIBILITY CRITERIA**

1. The bidder must be operating a retail chain of pharmacies across 'B-1 and B-2' class cities (For example cities like Chandigarh, Ludhiana, Amritsar, Patiala etc) of India.
2. The bidder shall have a minimum of 5 year experience in this line of business
3. The bidder must hold valid Drug Licence on the date of bid opening under the provisions of the Drugs and Cosmetics Act, 1940 and The Drugs and Cosmetics Rules, 1945.
4. The bidder or its associated companies must not have been convicted by Drugs Controls Authority and no case should be pending under the Drugs and Cosmetics Act and Rules.
5. The bidder shall have an annual turnover of Rs. 25 lakh per year during last three financial years, i.e. 2019-20, 2020-21 and 2021-22. Enclose the audited financial statement signed by the Chartered Accountant.
6. Furthermore, the bidder must have executed at least one contract of a value of Rs.15 Lakh per annum with a government/corporate entity in size similar to the IIT Ropar Medical Centre. A copy of the relevant Work Order should be submitted along with the other bid documents. Please provide the financial information as per Form 1.
7. The bidder shall submit copy of filled ITR for the last three financial years
8. An affidavit sworn in before the Notary Public that no case is pending against the firm/bidder under the Drugs and Cosmetics Act and Rules made there under as well as under the Drugs price Control Order issued from time to time.

**NOTE: THE VALUE OF MEDICINES DISBURSED TO THE BENEFICIARIES  
AT PRESENT IS IN THE RANGE OF Rs. 50 LAKH PER YEAR**

**Signature of the Authorized signatory  
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भारतीय प्रौद्योगिकी संस्थान रोपड़  
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**FORM-1**

To be duly filled, signed and submitted in the Technical Bid by the bidder

Details of all works of similar nature completed during the last three years.

S.NO.	Name of work & Location	Name of the Organization	Scope of work	Cost of work in Lakhs	Period of Work	Name & Address of References



भारतीय प्रौद्योगिकी संस्थान रोपड़  
INDIAN INSTITUTE OF TECHNOLOGY ROPAR

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ANNEXURE-D

**Declaration of Bidder**

From: (Complete Address of the bidder with email/Phone/Fax & Mobile No.)

\_\_\_\_\_  
\_\_\_\_\_

To

The Registrar,  
Indian Institute of Technology Ropar

Dear Sir/Madam,

1. I/we hereby agree to run the pharmacy in the outlet provided at the Medical Centre of IIT Ropar as per the requirement of IIT Ropar as described in the SCOPE OF WORK section of the bid document.
2. I/we hereby offer to stock and dispense medicine at the Outsourced Pharmacy of the Medical Centre IIT Ropar, as indicated in the bid notice, you may specify in the acceptance of bid at the rate in percentage given in price bid attached and agree to hold this offer open till I/we shall be bound by a communication of acceptance dispatched within the prescribed time.
3. I/we have understood the 'Instructions to the Bidders' 'SCOPE OF WORK' and ' Vendor Eligibility Criteria' and fully accept them.
4. I/we are fully aware of the nature of medicines/drugs required and my/our offer is to stock the Branded medicines/drugs of well reputed companies as indented by the Doctors of the Institute and dispense the same to the beneficiaries as per the prescription of the Doctors/Visiting consultants of the Institute in accordance with the requirements of IIT Ropar.
5. I/We agree to arrange supplies of branded standard quality medicines/drugs in accordance with the nomenclature. Specifications, packages and quantity indented by the Doctors of the Institute.
6. I/we agree to dispense the medicines/drugs to the beneficiaries of IIT Ropar by trained persons under the supervision of qualified professionals (Pharmacists) at all times.
7. I/we agree that the stocking and dispensing of aforesaid will comply with the provisions of Drugs & Cosmetics Act, 1940 and rules 1945 made there under.
8. MY/our firm has not been convicted by the State Drugs Authorities and no case is pending under the Drugs and Cosmetics Act 1940 and Rules 1945.

(Signature of the Authorized Official)

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Official Seal



भारतीय प्रौद्योगिकी संस्थान रोपड़  
INDIAN INSTITUTE OF TECHNOLOGY ROPAR

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**ANNEXURE-E**

**The following declaration should be given on the letter-head of the bidder**

**DECLARATION SHEET**

I, \_\_\_\_\_ hereby certify that all the information and data furnished by me with regard to this tender specification are true and complete to the best of my knowledge. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification. I, further certify that I am the duly authorized representative of the under mentioned tenderer. I, further certify that my company meets all the conditions of eligibility criteria laid down to take part in the tender. I, further specifically certify that my company has not been Black Listed/De Listed by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years and there is no adverse judgments by a consumer court against us.

**(Signature of the Authorized Official)**

**Name :** \_\_\_\_\_

**Designation :** \_\_\_\_\_

**Official Seal**



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ANNEXURE-F

COMPLIANCE SHEET

Please ensure acceptance of the following conditions by writing 'Yes/No' against each of them

S. No	Item	Acceptance (Yes/No)	Sl. No of the documentary evidence
01.	The bidder must be operating a retail chain of pharmacies across 'B-1 and B-2' class cities (For example cities like Chandigarh, Ludhiana, Amritsar, Patiala etc) of India.		
02.	The bidder shall have a minimum of 5 year experience in this line of business		
03.	The bidder must hold valid Drug Licence on the date of bid opening under the provisions of the Drugs and Cosmetics Act, 1940 and The Drugs and Cosmetics Rules, 1945.		
04.	The bidder or its associated companies must not have been convicted by Drugs Controls Authority and no case should be pending under the Drugs and Cosmetics Act and Rules.		
05.	The bidder shall have an annual turnover of Rs. 25 lakh per annum during last three financial years, i.e. 2019-20, 2020-21 and 2021-22. Enclose the audited financial statement signed by the Chartered Accountant		
06.	Furthermore, the bidder must have executed at least one contract of a value of Rs.15 lakh with a government/corporate entity in size similar to the IIT Ropar Medical Centre. A copy of the relevant Work Order should be submitted along with the other bid documents. Please provide the financial information as per Form 1		
07.	The bidder shall submit copy of filed ITR for the last three financial years		
08.	An affidavit sworn in before the Notary Public that no case is pending against the firm/bidder under the Drugs and Cosmetics Act and Rules made there under as well as under the Drugs price Control Order issued from time to time.		

(Signature of the Authorized Official)

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

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**BOQ**

**PRICE BID FORMAT**

<b>Tender No.</b>	<b>Price Bid for Pharmacy Outsourcing</b>	
Name of Bidder		
	Minimum Discount	Offered Discount
Discount offered on the Maximum Retail Price (Inclusive of all applicable taxes) - for Pharmaceutical items	20%	Discount offered in NUMERALS _____ Discount offered in WORDS _____
Discount on branded surgical items	40%	Discount offered in NUMERALS _____ Discount offered in WORDS _____

**The successful bidder shall be the one offering maximum discount on the pharmaceutical items only.** I/We, undertake to keep the above quoted rate of discount on the Maximum Retail Price (MRP) (inclusive of all applicable taxes including GST) on all items stocked and dispensed valid till the duration of this contract/extension of contract. No other taxes or charges shall be leviable on the uniform discount quoted above by me/us. I/We, also undertake that the medicines/drugs shall be stocked as per the prescription of Medical Officers and Visiting Consultants of IIT Ropar Medical centre and dispensed as per the contract/extension of contract and no “Substitute Medicines/Drugs ( i.e. different generic composition)” will be stocked/dispensed without prior approval of the Institute Medical Officer

**Signature of Bidder along  
with Seal of the company with date**





भारतीय प्रौद्योगिकी संस्थान रोपड़  
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**Bid Submission**

**Online Bid Submission:**

The Online bids (complete in all respect) must be uploaded online as explained below:-

		<b>Technical Bid</b>	
		(Following documents to be provided as single PDF file)	
<b>Sl. No</b>	<b>Document</b>	<b>Content</b>	<b>File Types</b>
1.	Technical Bid	General Terms and Conditions as per Annexure - A	.PDF
2.		Scope Of Work as per Annexure - B	.PDF
3.		Bidder eligibility Criteria Annexure -C	.PDF
4.		Declaration of Bidder Annexure-D	.PDF
5.		Declaration Sheet as per Annexure -E	.PDF
6.		Compliance Sheet (Checklist of Essential Conditions/ With the reference of Annexure-C) as per Annexure - F	.PDF
7.		Financial information in Form-1 (With the reference of Annexure C)	.PDF
		<b>Financial Bid</b>	
<b>Sl. No</b>	<b>Document</b>	<b>Content</b>	<b>File Type</b>
1.	Financial Bid	Price bid should be submitted in given BOQ_XXXX.xls format. <i>(Note: -Comparison of prices will be done ONLY on the pharmaceutical items)</i>	.XLS