



**INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY**  
इन्दिरा गाँधी राष्ट्रीय जनजातीय विश्वविद्यालय  
**AMARKANTAK (M.P.)**  
अमरकंटक (म.प्र.)  
(A National University established by an Act of Parliament)  
(संसद के अधिनियम के अधीन स्थापित राष्ट्रीय विश्वविद्यालय)

---

Ref.No. IGNTU/ P/2015/12

**Subject : Short Term Tender Notice for opening of Medicine/Chemist Shop**

Indira Gandhi National Tribal University, Amarkantak is inviting quotation in sealed envelope for operating and running a **24 x 7** Pharmacy/ Chemist Shop for Supply of Medicines (both Generic & Ethical) / Surgical Consumables/Medical instruments/ devices etc to patients only against valid prescriptions of registered doctors (Regd. with Medical Council), in the university premises of newly constructed shop of **16 ft X 11 ft.** on Monthly Rental basis (excluding electricity which is payable as per bill on actual basis). The University is having its own 4 Bed dispensary with 2 Doctors & other facilities.

**(The Shop Can be inspected before submission of Tender.)**

**General Terms & Conditions:**

1. The Tender must be submitted in Two BID, Technical Bid and Financial BID in two separate envelopes, one containing only Technical BID with EMD, cost of Tender Form and other Containing Price Bid. The Technical offer should include all details / credentials and Second one should contain Financial Bid only.
2. Both the envelopes should be in a separate Envelope and should be duly sealed and should be duly super scribed.
3. The Cost of the Tender form is **Rs.500/- ( Five hundred only)** which is to be deposited in the shape of DD only (**non refundable**) and submitted along with the technical Bid. The DD should be made in the same manner that is of EMD Deposit. .
4. An EMD Amount of **Rs.10,000/- (Ten thousand only) must be submitted in form of Demand Draft** from any nationalized bank in favour of "Indira Gandhi National Tribal University, payable at Central Bank of India, Amarkantak (IFSC CodeCBIN0284695) or State Bank of India, Amarkantak (IFSC code SBI0004674). Without EMD the tender will be rejected.
5. Unsealed quotations will be rejected summarily and quotations must reach on or before **18.05.2015 at 3.00 PM by Registered Post/Speed Post only.**
6. University reserve the right to accept or reject any quotation without assigning any reason thereof.
7. Price Bid of only the Technically qualified Tenderers will be opened.

**Minimum requirements for eligibility:-**

1. The chemist must hold valid drug licenses as on the date of submission of tender documents in specified forms for various categories of allopathic medicines issued by the Drug Control authority of the State under the provisions of Drugs and Cosmetics Act,1940.
2. 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.
3. Chemist should have at least three years experience in selling / dispensing the medicines / surgical consumables etc.

4. VAT Registration certificate should be available with the tenderer.
5. Any formality or licenses or approval from any Govt. authority has to be taken by the tenderer themselves. The University will not be responsible in any manner.
6. Tenderers have to submit the following certificates / documents invariably along-with the Tender Document . If these documents are not submitted/ conditions not met, the quotation shall be summarily rejected and no further correspondence, in this regard, shall be entertained.

**Certificates / Documents required to be submitted at the time of submission of Bid :**

1	EMD in the form of Demand Draft
2	Duly attested copies of valid licenses held by the bidder as on the date of Bid opening in specified forms of various categories of allopathic medicines issued by the Drug Control authority of the State under the provisions of Drugs and Cosmetics Act, 1940 and rules made there under.
3	Copy of Declaration of bidder as per Annexure – A duly signed.
4	Copy of the valid Registration Certificate of the organisation as per the applicable Act Executive Members of the Organisation/ Trust/ Firm
5	TIN & Sales Tax / VAT Registration Certificate.
6	Undertaking that the voluntary organisation/trust/NGO has not been convicted by State Drugs Controller, and stating that no case is pending against the organisation under the “Drugs and Cosmetics Act and Rules” as well as under the “Drugs Price Control Order” issued from time to time.
7	Copies of the Audited Balance Sheets for the preceding three financial years to establish the turnover of the bidder.
8	Copy of Drug License for preceding three years.

**Registrar**

## **Declaration of Tenderer**

(on a non Judicial Stamp Paper of Rs.100)

From:

Name & Complete address of the Tenderer  
with Phone/Fax/ E-mail & Mobile No.

To,  
The Registrar  
Indira Gandhi National Tribal University  
Amarkantak, Madhya Pradesh – 484 887.

Dear Sir,

I / We hereby offer for operating and running a 24 x 7 Pharmacy/ Chemist Shop for Supply of Medicines (both Generic & Ethical) / Surgical Consumables/Medical instruments/ devices etc to patients only against valid prescriptions of Registered Doctors (Regd. with Medical Council), as indicated in the Tender notice.

1. I / we shall be bound by a communication of acceptance dispatched within the prescribed time.
2. I / we have understood the Instructions to the Tenderers and Conditions of Contract and fully accept them.
3. I / we are fully aware of the nature of medicines and surgical consumables required ; and my / our offer is to sell the medicines and surgical consumables strictly in accordance with the requirements of patient.
4. I/ we agree to arrange supplies of standard quality drug (both Generic & Ethical) and surgical consumables.
5. I / we agree that the supply of aforesaid will comply with provisions of Drugs & Cosmetics Act, 1940 and rules made there under.
6. My / our organization has not been convicted by the State Drugs Authorities and no case is pending under the Drugs and Cosmetics Act and Rules.

**Full SIGNATURE OF WITNESS**  
**NAME**  
**ADDRESS:**  
**Mobile No. :**

**Full SIGNATURE OF Tenderer**  
**NAME**  
**ADDRESS:**  
**Mobile :**



# Indira Gandhi National Tribal University

(A Central University established by an Act of Parliament)

Amarkantak – 484 887 (M.P.)

Ref. No. : IGNTU/P5/2015/12

Date : 14.4.2015

## **Tender ( Technical BID ) Form for**

Operating and running a 24 x 7 Pharmacy/ Chemist Shop for Supply of Medicines (both Generic & Ethical) / Surgical Consumables/Medical instruments/ devices etc in the university premises of newly constructed shop of **16 ft X 11 ft. on Monthly Rental basis** (excluding electricity which is payable as per bill on actual basis ).

**Last Date of Submission- 18.5.2015 at 3.00 PM by Registered Post/Speed Post**

### **Section 1: Organisation Details and General Information :**

1. Name of Company/ Organization/Firm: .....
2. Street Address : .....
3. P.O. Box and Mailing Address : .....
- Postal Code : ..... City : .....
- Country : .....
4. Tel. : ..... 5. Fax : .....
6. Email : ..... 7. Address : .....
8. Type of Business (Tick only)  
Corporate/Limited :          Partnership :          Other (Specify) :
9. Year Established .....
10. Other Information  
( a) License No./ Regn. Details/ .....
- (Attach proof)
- (b) PAN No. ( attach photocopy of PAN Card)
- (c) VAT No.(attach proof of regn.no.)
- (d) Drug License No.  
Issuing Authority  
Valid upto ( Attach Proof)

**Section 2: Financial Information (Please attach a certified copy of recent balance sheet)**

11. Annual Value of Total Sales for the last 3 years :

Year ..... : Rs. .... Year ..... : Rs. ....

Year ..... : Rs. ....

12. Annual Value of Export Sales for the last 3 years :

Year ..... : Rs. .... Year ..... : Rs. ....

Year ..... : Rs. ....

13. Bank Name : .....

Address : .....

.....

.....

IFSC Code : .....

14. Bank Account Number : .....

Detail of EMD : Amount : .....

15

DD No. : ..... Bank Details :  
.....

16 Quote your offered Maximum Monthly Rent Payable to the university in the Financial BID proforma ( Separately given) in separate envelope.

**Section 4: Experience of Running Chemist shop**

--

**18. Certificates / Documents submitted at the time of submission of Tender :**

Sr.	Document required to be submitted	Whether enclosed Yes/No. If enclosed Annexure No.	Remarks
1	EMD in the form of Demand Draft		

2	Duly attested copies of valid licenses held by the bidder as on the date of Bid opening in specified forms of various categories of allopathic medicines issued by the Drug Control authority of the State under the provisions of Drugs and Cosmetics Act, 1940 and rules made there under.		
3	Copy of Declaration of bidder as per Annexure – A duly signed.		
4	Copy of the valid Registration Certificate of the organisation as per the applicable Act Executive Members of the Organisation/ Trust/ Firm		
5	TIN & Sales Tax / VAT Registration Certificate.		
6	Undertaking that the voluntary organisation/trust/NGO has not been convicted by State Drugs Controller, and stating that no case is pending against the organisation under the “Drugs and Cosmetics Act and Rules” as well as under the “Drugs Price Control Order” issued from time to time.		
7	Copies of the Audited Balance Sheets for the preceding three financial years to establish the turnover of the bidder.		
8	Copy of Drug License for preceding three years.		

**Section 5: Other**

19 Please list any current legal disputes in which your company may be involved.

20 List any national or International Trade or Professional Organizations of which your Organisation is a Member.

21 Certification:

I, the undersigned, warrant that the information provided in this form is correct, and in the event of changes details will be provided as soon as possible.

Date : \_\_\_\_\_

Authorized Signatory with Seal

**22 List of attachments**

- 1.
- 2.
- 3.
- 4.
- 5.



# Indira Gandhi National Tribal University

(A Central University established by an Act of Parliament)

Amarkantak – 484 887 (M.P.)

www.igntu.nic.in

Ref. No. : IGNTU/P/2015/12

Date: 14.4.2015

## **Tender ( Financial ) Form for**

### **( Should be submitted in a Separate Envelope)**

Operating and running a 24 x 7hrs. Pharmacy/ Chemist Shop for Supply of Medicines (both Generic & Ethical) / Surgical Consumables /Medical instruments/ devices etc in the university premises of newly constructed shop of **16 ft X 11 ft. on Monthly Rental basis** (excluding electricity which is payable as per bill on actual basis).

**Last Date of Submission - 18.05.2015 at 3.00 PM by Registered Post/Speed Post**

## **FINANCIAL BID -**

**( Highest Rent quoted will be awarded)**

**Maximum Monthly Rent for Shop : Rs. \_\_\_\_\_**

**Payable to the University**

(Excluding Electricity & Water

which is payable as per Bill on actual basis)

In words (Rupees \_\_\_\_\_)

Date :

Full Signature with Seal of the Tenderer

**Note : Where there is cutting/overwriting/ Erasure / fluid is used the tender will be automatically cancelled**