

**GOVERNMENT OF NCT OF DELHI  
DIRECTORATE OF HEALTH SERVICES  
F-17, KARKARDOOMA, DELHI-110032**

**(DELHI GOVERNMENT EMPLOYEES HEALTH SCHEME)**

F. No. 25(III)/DGEHS/453/DHS/2015

Date:

**E-TENDER NOTICE**

**EMPANELMENT OF CHEMISTS UNDER DGEHS FOR SUPPLY OF MEDICINES  
AND DRUGS TO DELHI GOVERNMENT DISPENSARIES / HOSPITALS SITUATED IN  
VARIOUS CLUSTERS FOR THE PERIOD 2015-16**

Online tenders are invited from reputed Local Chemists for empanelment for supply of medicines and drugs under Delhi Government Employees Health Scheme, Directorate of Health Services through Delhi Government Dispensaries / Hospitals situated in various clusters. Bidders are advised to refer to the list of Dispensaries / Hospitals in the said clusters that is provided at Annexure-'B'. The bidder can apply for one or more clusters provided the clusters lie within 5 km of distance from the chemist shop/establishment. The bidders are advised to quote discount only for the clusters for which they wish to apply.

The tender notice can be downloaded from the Website <http://govtprocurement.delhi.gov.in/nicgep/app> of the Government of NCT of Delhi.

**Eligibility Criteria:-**

1. The chemist must hold valid licenses as on the date of submission of Bid in specified forms (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 shall further ensure that their licenses remain valid on the date of bid opening and till the end of the contract period.
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 and should not have been blacklisted by any Govt./ institution for the relevant period.
3. The annual financial turnover of the bidder during the last 03 financial years ending 31<sup>st</sup> March 2015 should be minimum Rs. 10.50 lakh only (Rupees Ten Lakhs Fifty Thousand only). The bidder has to submit an Audited Balance Sheet with Profit and Loss statement of the previous three financial years in support thereof.
4. Experience (any one of the below):
  - a. Three similar completed works costing not less than the amount of Rs. 14 lakhs
  - b. Two similar completed works costing not less than the amount of Rs. 17.5 lakhs
  - c. One similar completed works costing not less than the amount of Rs. 28 lakhs
5. The chemist shop / commercial establishment should be situated within five kilometer distance of designated cluster of Dispensaries / Hospitals.
6. VAT clearance certificate for financial year 2014-15.
7. A copy of PAN allotted to the individual / firm.

Enquiries shall be entertained in the pre-bid conference and for any other query the contact person shall be Mr. Sunil Kumar, Mobile No. 8527614126. The Director Health Services reserves the right to reject all / any application received from the Chemists without assigning any reason.

**Director Health Services**



**GOVERNMENT OF NCT OF DELHI**  
**DEPARTMENT OF HEALTH & FAMILY WELFARE**  
**DIRECTORATE OF HEALTH SERVICES**  
**F-17, KARKARDOOMA, DELHI-110032**  
**(DELHI GOVERNMENT EMPLOYEES HEALTH SCHEME)**

F. No. 25(III)/DGEHS/453/DHS/2015

Date:

**NOTICE INVITING TENDER**

The Delhi Government Employees Health Scheme (DGEHS) is providing comprehensive medical care facilities to the Delhi Government employees and pensioners and certain other categories of persons covered under the Scheme. As part of this Scheme, the beneficiaries are entitled to receive supply of medicines and drugs from the Delhi Government Dispensaries / Hospitals. DGEHS aspires to ensure timely supply of medicines / drugs to its **pensioner beneficiaries**. With this objective, the Director Health Services on behalf of the Lt. Governor of Delhi invites tenders from the eligible local chemists for supply of medicines / drugs to the Delhi Government Dispensaries / Hospitals through e-tender. The list of clusters of dispensaries / hospitals is at Annexure-B.

Prescribed tender forms alongwith detailed terms and conditions for the tender can be downloaded from the website <http://govtprocurement.delhi.gov.in/> free of cost as per details mentioned as under:-

| S.No. | Description of tender  | Minimum annual turnover of the firm for the last three years | Last date for submission of online tender | Earnest money deposit required (Per cluster) | Time & date for online opening of tender   |
|-------|--|--|---|--|--|
| 1.    | Supply of medicines/drugs to selected Delhi Govt. Dispensaries (Allopathic)/ Hospitals situated in all clusters as mentioned in Annexure-B | Rs. 10.50 Lakhs only (Rupees Ten Lakhs Fifty Thousand only)  | 08/09/2015 upto 1:00PM                    | Rs. 1,00,000/- (One lakh only per cluster)   | 08/09/2015 at 2:30PM in DGEHS Branch, 6 <sup>th</sup> floor, DHS (HQ) Delhi-110032 |

All tender documents complete in all respects, authenticated and scanned must be uploaded on the website <http://govtprocurement.delhi.gov.in/> before last date and time of submission of tender. The tenderer or their representative who wish to be present during the opening of the tender may assemble at the venue mentioned above.

Registration of bidders with application services provider (ASP) of NIC is mandatory. For details vendors may contact Toll Free No.1800 3070 2232 or 011-23813523 Monday to Saturday, 09.30 AM to 06.00 PM

Director Health Services, Government of National Capital Territory of Delhi, reserves the right to accept or reject any or all or any part of the tender(s) without incurring any liability whatsoever.

**Director Health Services**

Date of opening: 08/09/2015

Time of opening: 2:30P.M.

**GOVERNMENT OF NCT OF DELHI  
DIRECTORATE OF HEALTH SERVICES  
F-17, KARKARDOOMA, DELHI-110032  
(DELHI GOVERNMENT EMPLOYEES HEALTH SCHEME)**

F. No. 25(III)/DGEHS/453/DHS/2015

Date:

Delhi Government Employee Health Scheme (DGEHS) envisages providing medical care facilities to the Delhi Government employees/pensioners and certain other categories. As part of this scheme, the beneficiaries are provided the medicines as prescribed by the hospitals / dispensaries through Authorized Medical Attendants of attached hospital/ dispensary. The directorate aspires to ensure timely supply of medicines to DGEHS beneficiaries. With this objective Director Health Services, Delhi invites e-tenders from the eligible chemists for supply of medicines for **DGEHS pensioner beneficiaries** at Delhi Government dispensaries / hospitals situated in clusters as mentioned in Annexure – 'B'. All bidders need to get registered with application services provider (ASP) of NIC.

**BIDDING SCHEDULE**

1. Tender Document: The tender document can be downloaded from Delhi Govt. website <http://govtprocurement.delhi.gov.in/>

Pre-bid Meeting: Date & Time 18/08/2015, at 2:30PM, Venue: at Conference Hall, Second floor, F-17, Karkardooma, Delhi-110032.

2. **Amount of Bid security amount/ earnest money deposit (EMD) is Rs. 1,00,000/- (One lakh only per cluster) (payable in form of Demand Draft, FDR, Banker's Cheque or Bank Guarantee from any commercial bank in the name of 'Director Health Services, Delhi'.**
3. EMD in sealed envelope super scribed "**DGEHS Tender for supply of medicines/drugs to Delhi Govt. Dispensaries (Allopathic)- Cluster - \_\_\_\_\_**" is to be physically dropped in the EMD tender box kept for the purpose at the Office of Additional Director, Delhi Government Employees Health Scheme, 6<sup>th</sup> Floor, Directorate of Health Services (HQ), F-17, Karkardooma, Delhi-110032 upto 1.00 PM on 08/09/2015.
4. **Date and time for submission of e-tender Bid 08/09/2015 upto 1.00 p.m.**
5. **Date and Time of Opening of e-tender Bids 08/09/2015 at 02.30 p.m.**
6. **Opening of Price Bids shall be done tentatively on 08/09/2015 at 02.30PM and the same shall be communicated later after scrutiny of technical bids.**



**SECTION- I**  
**INSTRUCTIONS TO BIDDERS**

**1. SCOPE OF WORK**

The chemist empanelled through this tender shall be known as Authorized Local Chemist (ALC), shall supply the medicines/drugs at the agreed uniform rate of discount on MRP (inclusive of all taxes) in the stipulated time on the basis of the Indents issued by the Delhi Government Dispensaries / Hospitals to which the chemist is attached.

**2. ELIGIBILITY**

- a. The bidder must hold a valid license as on the date of Bid opening in specified forms (Form 20, 20-B, 21, 21-B and 21-C) for various categories of allopathic drugs issued by the Drug Control Authority of the Delhi under the provisions of Drugs and Cosmetics Act, 1940 and subsequent amendments as on the date of submission of Bid and also on the date of Bid opening. The successful bidder shall further ensure that their licenses remain valid till the end of the contract period. Cancellation of any license during the contract period shall be construed as breach of contract and shall lead to termination of contract automatically w.e.f. the date of cancellation of such license. (All the relevant documents have to be authenticated, scanned and uploaded onto the e-tendering website while submitting the tender).
- b. The bidder must not have been convicted by the State Drug Authorities/Court of Law and no case should be pending against the Chemist under the Drugs and Cosmetics Act & rules against him and he should submit 'Non Conviction Certificate' from the State Drug Controller. If the bidder has multiple chemist shops, he must provide non conviction certificate for each participating licensed shop separately.
- c. The annual financial turnover of the bidder during the last 03 financial years ending 31<sup>st</sup> March 2015 should be minimum Rs. 10.50 lakh only (Rupees Ten Lakhs Fifty Thousand only). The bidder must submit documentary evidence like Profit & Loss A/c, Audited Balance Sheet in support of their claim duly certified by Chartered Accountant for the last three financial years. If the bidder has multiple chemist shops, he must provide turn over as per clause for each participating licensed shop separately duly certified by statutory auditor.
- d. Experience (any one of the below):
  - i. Three similar completed works costing not less than the amount of Rs. 14 lakhs
  - ii. Two similar completed works costing not less than the amount of Rs. 17.5 lakhs
  - iii. One similar completed works costing not less than the amount of Rs. 28 lakhs
- e. VAT clearance certificate for financial year 2014-15.
- f. The chemist shop/establishment should be situated within 05 kilometers distance by shortest motor able route from the cluster of dispensaries / hospitals for which he/ she is bidding.
- g. The chemist shops should be in existence continuously for at least three years (Copy of licenses held for last three years have to be authenticated, scanned and uploaded in the e-tender module).
- h. A tenderer / chemist can submit tender for one or more clusters. The chemists who are already empanelled as Authorized Local Chemists through previous tender may also apply provided they fulfill rest of criteria including the clause of 05 kilometer distance within which their chemist shop/ establishment should be situated.
- i. If there are no bidders within 05 kilometers range of the cluster (as mentioned at 'f' above), then bidders beyond 05 kilometers shall be considered, if bidder has separately applied for that cluster and found eligible.
- j. All bidders are required to be registered with application services provider (ASP) of NIC to participate in e-tender.



- k. The bidder should not have been blacklisted by any Govt. / department/ institution for the relevant period for which he/ she is applying.
- l. All documents should be self attested and submitted online only.

### 3. COST OF BIDDING

The prospective bidders shall bear all the costs associated with the preparation and submission of their e-bid. The DGEHS in no case shall be responsible or liable for these costs regardless of conduct or outcome of the Tender process.

### 4. PRE BID MEETING

A pre-bid meeting open to all prospective bidders shall be held as per dates mentioned above in the conference room, second floor at Directorate of Health Services, F-17, Karkardooma, Delhi wherein the prospective bidders shall have an opportunity to obtain further information and clarifications regarding work and tender terms & conditions. The prospective bidders are free to ask for any additional information and seek clarifications concerning the work either in writing or orally. The clarifications given shall be common and applicable to all. On the basis of suggestions received in pre bid meeting, the bid can be modified accordingly if found necessary.

#### Availability of Tender

The tender document is available at e-procurement site i.e. <http://govtprocurement.delhi.gov.in/nicgep/app>

Prospective bidders desirous of participating in this tender may view and download the tender document free of cost from the above mentioned website.

### 5. BIDDING PROCEDURE, SIGNING AND UPLOADING OF BIDS

5.01 The bidder must submit his e-bid in two parts as mentioned below:

Part 1 - Called "Technical Bid" containing:-

#### **(A) Bid Security amount/ Earnest Money:**

The bidders are required to submit an amount of Rs. 1,00,000/- (One lakh only) per cluster in the form of Demand Draft, FDR, Banker's Cheque or Bank Guarantee from any commercial bank in the name of Director Health Services, Delhi valid for the period up to 90 days beyond the final bid validity period. The bidders shall be able to bid for one or more clusters, EMD of Rs. 1,00,000/- shall be required per cluster and in case applying for more than one cluster EMD shall be in multiples of the no. of clusters for which the bidder is applying i.e.

If he is applying for 1 cluster, EMD shall be Rs. 1,00,000/-,

If he is applying for 2 clusters EMD shall be Rs. 2,00,000/-

If he is applying for 3 clusters EMD shall be Rs. 3,00,000/- and so on.

EMD in Original should be deposited in the office of Additional Director, DGEHS or may be dropped in the tender box well before the last date and time of bid submission. Bids not accompanied by EMD in physical form shall not be considered. Scanned copy of the EMD has to be uploaded online along with other tender documents.

**(B) Documents establishing Bidders eligibility (Technical Bid):**

The following documents should first be self attested by the authorized signatory of the bidder, serially numbered and then should be scanned and uploaded while submitting the E-tender in the sequence as mentioned below.

- a) Annexure 'A' duly filled.
- b) Scanned copy of EMD as per the tender document and the no. of clusters applied for.
- c) Duly attested copy of each of the valid licenses for the last three years and each of valid license held by the bidder as on the date of submission of Bid in specified forms (From 20, 20-B, 21, 21-B and 21-C) issued by the Drug Control Authority of the Delhi under the provisions of Drugs and Cosmetics Act, 1940. The successful Bidders shall ensure that their license remain valid on the date of bid opening and till the end of the contract period.
- d) Scanned copy of Declaration of bidder as per Annexure – C should be duly signed and uploaded.
- e) Copy of the relevant deeds e.g. Proprietorship/Partnership Deed or as per clause 5.02 (b) i, ii, iii of the tender document.
- f) Non conviction certificate from State Drugs Controller.
- g) Scanned copies of the audited balance sheets for the last two financial years, 2012-13 and 2013-14, to establish the turnover of the bidder.
- h) Letter of Authority as per Annexure-D.
- i) Scanned copy of PAN Card of Proprietor or the firm as the case may be.
- j) An undertaking at Annexure-H that the Bidder should not have been debarred / blacklisted by any Government / Semi-Government / Public Sector organization on a non judicial stamp paper of Rs. 100/-. Original affidavit is to be submitted in tender box along with EMD.
- k) An undertaking at Annexure I that no case anywhere related to fraudulent activities by the bidder is pending against him, on a non judicial stamp paper of Rs. 100/-
- l) Check List (Annexure –E) to be uploaded.

**Part 2:- Called "Commercial Bid" which shall contain:-**

(A) Price Bid to be uploaded in the format as provided in the tender (ANNEXURE – G).

**NB: Bids quoting less than 15% discount on MRP (inclusive of all taxes) shall not be considered.**

**5.02**

- a) The Bid is liable to be rejected, if the requisite information / documents have not been furnished as asked for in Clause 5.01 (B).
- b) Individual signing the Bid and other documents must specify whether he/ she signs as:
  - i. A sole proprietor of the firm, or constituted attorney of such proprietor.
  - ii. A partner of the firm if it is a partnership firm and in this case he must have a clear legal authority to sign, and admit to refer disputes to arbitration.
  - iii. Constituted Attorney / Authorized Signatory, if it is a company.

**Note:**

1. In case of (ii) above a copy of the Partnership Deed, General Power of Attorney, duly attested by a notary public and an affidavit to the effect that all the partners admit execution of the partnership and General Power of Attorney be uploaded.



2. In case of partnership firm, where no authority to refer disputes concerning the business or the partnership has been conferred on any such partner, the Bid and all other related documents must be signed by every partner of the firm.
3. A person signing the Bid form or any documents forming part of the bid on behalf of another shall be deemed under warranty that he has authority to bind with his acts such other person. If on enquiry, it appears that the person so signing has no authority to do so, the DGEHS without prejudice to other Civil and Criminal remedies can cancel the contract and hold the signatory responsible for all costs and conveyances arising there from, Bid security amount/ EMD/ Performance security shall be forfeited.

### **5.03 PERIOD OF VALIDITY OF BIDS**

The bids shall be valid for 120 days from the date of bid opening prescribed by the DGEHS and shall be further extendable by another 60 days at discretion of Director Health Services.

### **5.04 PERIOD OF CONTRACT**

- i. The contract shall initially be for a period of one year from the date of the signing of contract. However, the contract is extendable for another year on the same terms & conditions of contract, strictly on the basis of satisfactory performance. In case of extension of contract, a fresh performance security shall be deposited or the old performance security may be renewed within 05 days of award of extension.
- ii. In case of breach of any terms and conditions of the contract by the authorised local chemist, the contract shall be terminated and performance security shall be forfeited.
- iii. Director Health Services reserves the right to terminate the contract any time without assigning any reason.

### **5.05 RIGHT TO ACCEPT/REJECT ANY BID**

The Director Health Services, Delhi reserve the right to accept or reject any bid and to annul the bidding process and reject all bids at any time without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the action.

The Director Health Services doesn't pledge himself to accept the highest discount offering Bid or any Bid and reserves to himself the right of accepting the whole or any part of the Bid and Bidder shall supply the medicines at the rates quoted.

### **5.06 PERFORMANCE SECURITY GUARANTEE**

The successful bidders shall have to furnish a Performance Security for an amount of Rs. 3,50,000/- (Rupees three lakh fifty thousand only) per cluster which shall have to be deposited within 7 days from issue of letter of acceptance of bid, either in the form of Bank Guarantee valid for 18 months (as per format at Annexure - F) issued by a Scheduled Bank or through Demand Draft/ FDR / Banker's Cheque payable to "Director, Health Services, Delhi". Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier or 18 months from the issue of