

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

F. No. 25(III)/DGEHS/ 401 /DHS/2014-15/

Date:

E-TENDER NOTICE

**EMPANELMENT OF CHEMISTS UNDER DGHEHS FOR SUPPLY OF MEDICINES TO
DELHI GOVERNMENT DISPENSARIES / HOSPITALS FOR THE PERIOD 2014-15**

Online tenders are invited from reputed Local Chemists for empanelment for supply of medicines to the Delhi Government Employees Health Scheme, Government of NCT of Delhi through Delhi Government Dispensaries / Hospitals. Bidders are advised to refer to the list of clusters of Dispensaries / Hospitals that is provided at Annexure-'B'. The bidder can apply for any number of 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/nicgcp/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.
3. The Annual Turnover of the bidder in the previous two financial years should not be less than Rs.Fifty lacs. The bidder has to submit an Audited Balance Sheet with Profit and Loss statement of the previous two financial years in support thereof.
4. The chemist shop / commercial establishment should be situated within five kilometer distance of designated cluster of Dispensaries / Hospitals.
5. A copy of PAN allotted to the individual / firm.

Enquiries shall be entertained in the pre-bid conference only. 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/401/DHS/2014-15/

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 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/nicgep/app> free of cost as per details mentioned as under:-

Srl No.	Description of tender	Minimum annual turnover of the firm for the last two years	Last date for submission of online tender	Earnest money deposit required	Time & date for online opening of tender
1.	Supply of medicines/drugs to selected Delhi Govt. Dispensaries (Allopathic)/ Hospitals	Rs. 50 Lakhs only (Rupees Fifty Lakhs only)	02/06/ 2014 upto 1:00PM	Rs. 50000/- (Rupees Fifty thousand only)	02/06/ 2014 at 2:30PM in DGEHS Branch, 6 th floor, DHS (HQ) Delhi-110032

Tender documents complete in all respects, must be uploaded on the website <http://govtprocurement.delhi.gov.in/nicgep/app> 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 233 7313 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: 02/06/ 2014
Time of opening: 2:30P.M.

**GOVERNMENT OF NCT OF DELHI
DIRECTORATE OF HEALTH SERVICES
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F. No. 25(III)/DGEHS/401 /DHS/2014-15/

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 required to obtain the medicines as prescribed by the hospitals / dispensaries through Authorized Medical Attendants attached with health facilities. The directorate aspires to ensure timely supply of medicines to DGEHS beneficiaries. With this objective The Director Health services, Delhi invites e-tenders from the eligible suppliers for supply of medicines for **DGEHS pensioner beneficiaries** at Delhi Government dispensaries / hospitals in Delhi. There are total 18 clusters of Dispensaries / Hospitals. **Since presently no such system exists therefore, amount of business to be generated is not available, however, expected business per for most of the clusters per annum may be Rs. 25 lac or more.** 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/nicgep/app>
2. Pre-bid Meeting: Date & Time 19/05/2014, at 2:30PM, Venue: at Conference Hall, Second floor, F-17, Karkardooma, Delhi-110032.
3. Amount of earnest money deposit (EMD) Rs. 50000/- (Rupees Fifty thousand only) (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'.
4. EMD in sealed envelope superscribed "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 State Programme Officer, Delhi Government Employees Health Scheme, Directorate of Health Services (HQ), 6th Floor, F-17, Karkardooma, Delhi-110032 upto 1.00 PM on 02/06/2014.
5. **Date and time for submission of e-tender Bid 02/06/2014 upto 1.00 p.m.**
6. **Date and Time of Opening of e-tender Bids 02/06/2014 at 02.30 p.m.**
7. **Opening of Price Bids tentatively on 09/06/2014, to be communicated later after scrutiny of technical bids.**

SECTION-I INSTRUCTIONS TO BIDDERS

1. SCOPE OF WORK

The empanelled chemist to 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 / authority slips issued by the select 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. (All the relevant documents have to be 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 turnover of the bidder should be minimum Rs. 50 lakh only (Rupees Fifty Lakhs 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 two 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. The chemist shop/establishment should be situated within 05 kilometers distance by shortest motor able route from the cluster of dispensaries / hospitals.
- e. The chemist shops should be in existence continuously for at least two years (Copy of licenses held for last two years have to be scanned and uploaded in the e-tender module).
- f. A tenderer / chemist can submit tender for any number of clusters. However, the tenderer / chemist shall be appointed for a maximum of three clusters for which it has been declared eligible by the Tender Committee on the basis of technical and financial evaluation of its bids. If the bidder is technically eligible for more than three clusters then he shall be considered for those clusters for which he has offered highest rate of discount (in descending order). The limit of three clusters will be applicable even for those bidders who have been appointed as ALC through previous tender.
- g. In cases where a bidder has already been appointed /allotted three clusters, next successful bidder with highest discount shall be considered for appointment as ALC for that cluster. In case of identical offers with same rate discount, decision of the Director Health Services shall be final.

- h. If there are no bidders within 05 kilometers range of the cluster (as mentioned at 'd' above), then bidders beyond 05 kilometers shall be considered, if bidder has separately applied for that cluster, and found eligible.
- i. If there is no eligible bidder for a cluster, the empanelled chemists of the other cluster may be considered for empanelment /allotment even if they are already allotted three clusters.
- j. All bidders are required to be registered with application services provider (ASP) of NIC to participate in e-tender.
- k. 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. No individual correspondence shall be entertained by DGEHS thereafter with the prospective bidders/their representatives. On the basis of suggestions received in pre bid meeting, if found necessary, the bid can be modified accordingly. No complaint / clarification shall be processed from such prospective bidders who fail to attend the pre bid meeting.

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) Earnest Money:

The bidders are required to submit an amount of Rs. 50000/- (Rupees Fifty thousand only), as per Rule – 157 of GFR, 2005, 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 any number of clusters, as specified above, only One EMD shall be required per bidder. EMD in Original should be sent to the O/o State Programme Officer, DGEHS or may be deposited by hand well before the last date and time of bid submission. Bids not accompanied by EMD/Physically shall not be considered.

(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 for Rs. 50000/- (Rupees Fifty thousand only).
- c) Duly attested copy each of the valid licenses for the last two 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 duly signed and should be 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, 2011-12 and 2012-13, 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 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) All the above documents need to be uploaded as a single pdf file.

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 s/ he 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.

5.03 PERIOD OF VALIDITY OF BIDS

The bids shall be valid for acceptance for 90 days after the date of bid opening prescribed by the DGEHS and shall be further extendable by another 30 days at discretion of Director Health Services.

5.04 PERIOD OF CONTRACT

The contract shall initially be for a period on 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, at the sole discretion of Director Health Services.

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.

5.05 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 of Bidders of the grounds for the DGEHS action.

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5.06 PERFORMANCE SECURITY GUARANTEE

The successful bidders shall have to furnish a Performance Security for an amount of Rs.125000/- (Rupees One Lac Twenty Five thousand only) per Cluster which shall have to be deposited within 15 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. No interest shall be paid on performance security.

In case of extension of contract for another year the Performance Guarantee should be renewed to ensure that it remains valid up to six months beyond the validity of the extended contract period. Bidder should ensure validity of Performance Security for extended period.

5.07 CORRUPT OR FRAUDULENT PRACTICES

The DGEHS requires that the Bidder under this bid observes the highest standards of ethics during the bidding process and contract performance. In pursuance of this policy, the terms are set forth as follows:

- a) "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public servant in the procurement process or in contract execution; and
- b) "Fraudulent Practice" means misrepresentation of facts in order to influence the procurement process or execution of contract to the detriment of the

same terms & conditions of contract, strictly on the basis of satisfactory performance, at the sole discretion of Director Health Services.

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