



सीएसआईआर-भारतीयपेट्रोलियमसंस्थान, देहरादून  
(वैज्ञानिक एवं औद्योगिक अनुसंधान परिषद, नई दिल्ली)  
दूरभाष : 0135-2525762, 945, 754  
ईमेल : [spo.iip.iip@csir.res.in](mailto:spo.iip.iip@csir.res.in)



## निविदा पत्र /Tender Document

सीएसआईआर- भारतीयपेट्रोलियमसंस्थान, देहरादून (सीएसआईआर-आईआईपी) वैज्ञानिक एवं औद्योगिक अनुसंधान परिषद (सीएसआईआर), नई दिल्ली का एक प्रमुख अनुसंधान एवं विकास संस्थान है। सीएसआईआर-आईआईपी अपने कर्मचारियों या उन पर निर्भर परिवार सदस्यों और पेंशनभोगियों इत्यादि के लिए सीएसआईआर डिस्पेंसरी में डॉक्टर द्वारा लिखी गई दवाओं की क्रेडिट आधार पर आपूर्ति के लिए सभी बोलीदाताओं से **(रिटेल श्रेणी)** में दवाओं की आपूर्ति के लिए दर-अनुबंध में प्रवेश करने का इरादा रखता है। इस संबंध में दर अनुबंध के तहत संबंधित दवाओं की सफलतापूर्वक आपूर्ति करने की क्षमता रखने वाले संभावित निर्माता/ओईएम/वितरक/डीलर/स्टॉकिंग/मेडिकल शॉप से ऑनलाइन ई-निविदाएं आमंत्रित की जाती हैं। जिन वस्तुओं के लिए निविदा मांगी जा रही है उन की श्रेणियों का विवरण निम्नानुसार है -

CSIR-Indian Institute of Petroleum, Dehradun (CSIR-IIP) is a premier R&D institute of Council of Scientific & Industrial Research (CSIR), New Delhi. CSIR-IIP intends to enter into the rate contract for supply of Medicines to CSIR Employees/their dependent family members and retirees etc. as per the prescription of the Doctors at CSIR Dispensary from all the interested bidders to supply the medicines on credit basis. In this regard online e- tenders are invited from such prospective Manufacturer/OEM/Distributors/Dealers/Stockiest/Medical Shops owners having capabilities to successfully supply the related items under RC. The details of the categories of items for which tender are being sought for as under –

Tender Reference No : \_IIP/Pur/Dispensary/Medicine RC(Retail)/2026  
Rate Contract for : The supply of medicines to CSIR IIP employees or their dependent family members and pensioners etc..in **Retail Category.**  
Tender Due date : As per CPP Portal  
Tender Closing Time : As per CPP Portal  
Tender Opening Date & Time : As per CPP Portal  
Tender Opening Portal : [www.etenders.gov.in](http://www.etenders.gov.in)  
Tender at IIP website : Yes, [www.iip.res.in](http://www.iip.res.in)  
Type of tender : Open Tender. Two Bid (Technical + Commercial)

This e-tender is being published on Central Public Procurement Portal as well as the website of the institute. For more details please visit CSIR IIP website i.e. [www.iip.res.in](http://www.iip.res.in) and CPP portal <https://www.etenders.gov.in>. **No EMD is required and only bid security declaration may be submitted by bidder** (format enclosed). Corrigendum/Amendment (if any) related to this tender will be posted over our CPP Portal i.e. <https://www.etenders.gov.in> and a reference on CSIR IIP website also. Prospective bidders are requested to frequently visit our CPP portal and IIP website for the purpose before bid submission.

Prospective Manufacturer/OEM/Distributors/Dealers/ /Stockiest/Medical Shop owner who are willing to submit their tender to enter in to the annual rate contracts may get themselves register on the CPP portal (refer above website) (check this url for detailed instructions for registration <https://www.iip.res.in/wp-content/uploads/2023/10/E-procurement-related-notice-to-suppliers.pdf> ) and submit their e-tender online only. **Manual tenders (tender not submitted through CPP Portal) will not be accepted.** In case of any query or clarification please contact Stores & Purchase Officer CSIR-IIP, Dehradun by email:[spo.iip@iip.res.in](mailto:spo.iip@iip.res.in) contact - +91 135 2660072 / 2525762). Tender will be opened online in Purchase Section CSIR IIP. Bidders are at their wish to depute their authorized representative(s) if any, in the tender opening. However, bidder can see the tender opening online at portal as per the portal provisions. Director, CSIR-IIP reserves the right to accept or reject the tender/bid(s) of any party either in part or in full without assigning any reason thereof.

दिनेश कुमार  
भंडार एवं क्रय अधिकारी  
email:[spo.iip@iip.res.in](mailto:spo.iip@iip.res.in)  
contact - +91-135 2660072 / 2525762

E-tenders for entering into the Annual Rate contract for the supply of medicines as mentioned/detailed under the tender notice are invited by the Director, CSIR-Indian Institute of Petroleum, Dehradun, from reputed Prospective Manufacturer/OEM/Distributors/Dealers/ Service Providers/Stockiest/Medical Shop owners, subject to the following terms and conditions:

1. CSIR IIP, Dehradun is having a Dispensary at its premises for its employees and their dependent family members and pensioners etc. The bidder / contractor is supposed to have a medical shop within the distance as mentioned hereinunder to supply the medicines to CSIR IIP's employees/their dependent family members or to retirees strictly as per the prescription slip as written by the Medical Officers/Doctors at CSIR IIP Dispensary under the contract of different make/brands as per the prescription slip. If shop is not existing within the distance limit prescribed in this tender document, then the contractor must open the shop within this distance limit within 1 month of the award of the contract else the performance security (to be submitted within 21 days of the award of the contract) will be forfeited.
2. The bidder must clearly quote their **single % of discount on MRP** on medicine based upon which the contract will be awarded to the highest discount offering bidder. Failing which CSIR IIP Reserves the right to reject the tender.
3. The total contract period will be of 2 years but the contract will initially be awarded for 1 year only and the 2<sup>nd</sup> year renewal will only be done based upon the satisfactory performance of the contractor during the contract duly certified by the Sr. Most RMO, IIP dispensary and recommendations of committee and approval of the competent authority thereon.
4. During the contract period, the contractor will have to supply the medicines at agreed rate of discount.
5. The bidder (Manufacturer/OEM/Distributors/Dealers/ Service Providers/Stockiest) shall ensure that the products which are being offered by them under this rate contract will not be sold cheaper than the price offered under rate contract to CSIR-IIP, Dehradun to any other CSIR Laboratory/Institute and / or Government / Govt. funded Departments / Institutes / Universities / IIT / IISER / ICAR/ Organization etc. or any other clients under similar conditions during the currency of the contract period. (attached certificate to this effect else tender is liable to be rejected).
6. The contractor shall admit RMO, CSIR-IIP prescription slip only upto 05 days from date of prescription by the RMO, CSIR-IIP. RMO, CSIR- IIP dispensary can prescribe medicines of different brands and the contractor must supply medicines exactly same as prescribed by the RMO, CSIR-IIP with following conditions:
  - a. The date, on which an employee/pensioner/dependent family member presents RMO, CSIR-IIP prescription slip to the contractor, the contractor will supply the same immediately. In case medicine is not available with the contractor, and the employee wants it immediately as per his/her medical need, the contractor will give “**MedicineNot Availability Certificate**”

on related prescription slip to the person coming to take medicine, and the contractor will not be held responsible for the higher price paid by that concerned employee/pensioner in case he/she purchase the medicine from market and submit to office for reimbursement. (contractor to take an undertaking from the employee/pensioner/dependent family member to this effect showing the prescription slip presentation date to contractor).

- b. If the medicine is not available with the contractor, and the employee/pensioner/dependent family member can wait to take the medicine upto 05 working days from the date of presentation of the prescription to the contractor, then the contractor has to arrange medicine to the employee in these 05 working days, failing which, the contractor will be liable to be penalized for the difference of the price paid by the employee for purchase of the same from the market, and the contractor's discounted price.
7. Bid should be valid for 90 days.
8. The bidder should have a valid drug license i.e. Retail Drug License from related Government Agency like CDSCO etc..
9. The owner or appointed pharmacist must have valid a B.Pharm or D.Pharm Degree/Diploma qualification.
10. The bidder must submit the documents related to medical shop ownership/rent.
11. Tenders submitted without Bid Security Declaration will be summarily rejected.
12. The contractor may execute the order as soon as orders are received by them. Generally, no extension of time beyond order delivery period shall be allowed. Competent authority, CSIR-IIP can extend the delivery period wherever required but the same will be requested by contractor in writing and very well before the expiry of the original delivery period.
13. The payment of the supplier bill (on submission to IIP) will be made on priority after receipt and acceptance of the materials in good conditions. Normally within 30 days of supply of materials, the payments are being made by CSIR IIP. The bidder cannot claim any interest in case any payment is delayed.
14. The submission of tender shall be deemed to be an admission on the part of the bidder, that he had fully acquainted with the tender terms and no claim other than what stated in the tender document shall be entertained in the event of award of the contract. No printed conditions of the bidder will be deemed to be accepted unless agreed in writing by CSIR IIP.
15. **Incomplete, conditional tenders** will be liable for rejection.
16. **The rate contract** can be terminated at any point of time by giving one month's notice from either side.
17. The rate contract can be extended for a period of 3 months beyond the contract agreed period i.e. 2 years in this case, subject to satisfactory performance and mutual agreement and with

the approval of the Competent Authority, CSIR IIP.

18. Bidders shall note that CSIR-IIP will not entertain any correspondence or queries on the status of the offer received against the Tender Invitation.
19. Bidders / Contractors whose performance was not satisfactory in respect of quality of supplies and delivery schedules in any Government funded organizations are liable for rejection. Debarred bidders from any Government funded organization will be disqualified in this tender.
20. Tenders that do not comply with the above criteria and other terms & conditions are liable for rejection.
21. The decision to award RC or not to any bidder will rest at the discretion of the Director, CSIR IIP, Dehradun. He reserves the same rights without assigning any reasons to any-bidder thereon.
22. **Rate Contract will be entered with the bidder who is offering maximum discount on MRP.**
23. If the Rate Contractor reduces his price or sells or even offer to sell the Rate Contract goods to any of the Government Funded Organization/Body during the currency of the rate contract, the same will be intimated to CSIR IIP by the contractor and the prices of this RC will automatically stand reduced with effect from such date, for all subsequent supplies under RC. In this type of situation if any amount is recoverable from the contractor, then the same can be adjusted from the pending bills of the contractor else the contractor will be liable to pay same separately. Information of any reduction in the RC prices to CSIR IIP will be the responsibility of the contractor.
24. Bidder must attach their PAN, GST, Income tax return for last 3 years, and audited balance sheet for 3 years. The bidder must not have incurred loss in last 3 financial years for not declared insolvent or debarred or ban form any government funded organizations.
25. The medicines supplied under the contract should generally have minimum expiry of 1 year or minimum prescribed standard time as per the manufacturer's instructions on related medicines.
26. The approximate turnover during this contract may be nearby 1 crore. This may increase or decrease. This is just for information and not a guarantee of business under the contract period. The bidder cannot claim any right to do minimum business volume under the contract.
27. The bidder should submit the performance bank guarantee (PBG) of Rs. 3.0 Lakh as per the format mentioned in this tender document within 15 days of award of the contract. In case of breach of the contract as per code of integrity of GFR 2017 (updated), the PBG amount can be forfeited with other suitable actions as deem fit by CSIR IIP.

28. The bidder should attach a solvency certificate of Rs. 10 Lakh from any scheduled bank in India.
29. The Director, CSIR-IIP, Dehradun, reserves the right to accept/reject any or all the tenders in part or full without assigning any reason thereof.
30. All disputes arising in connection with the executing the orders will be subject to the jurisdiction of the courts in Dehradun only.
31. Other terms and conditions of the tenders will be as mentioned at IIP website at url <https://www.iip.res.in/wp-content/uploads/2023/09/CSIR-IIP-RFQ-General-TC-Copy.pdf>
32. **Eligibility Criteria to qualify in technical bid stage is as under –**
  - a. The bidder should submit the valid drug license from related Government Agency like CDSCO etc.
  - b. The bidder should submit the owner's or appointed pharmacist's valid a B.Pharm or D.Pharm Degree/Diploma.
  - c. Bid Security Declaration
  - d. Undertaking that bidder will submit the performance bank guarantee of Rs. 3.0 Lakh within 21 days of receipt of the contract award letter.
  - e. The document related to the shop ownership/lease/rent.
  - f. Bidder must attach their PAN, GST, Income tax return, Profit and Loss Statement for last 3 years.
  - g. The bidder must enclose a solvency certificate of Rs. 10 Lakh from any Scheduled Bank in India.
  - h. The bidder must attach an undertaking that his firm by which he is doing bidding or his other firms wherein he is having ownership of major stakes are not debarred from any Government Funded Organization.
  - i. The bidder should have its retail medicine shop within 5 km of radius of CSIR IIP. In case the bidder is not having its shop within the required above distance, then the bidder will have to submit an undertaking that he will open the shop within above mentioned distance after taking the contract award within 30 days of award letter else their PBG will be forfeited. In such situations, the shop related document can be submitted lateron and the bidder will be declared qualified based upon such undertaking.
  - j. The bidder/appointed pharmacist should not be convicted under the Drug and Cosmetics Act 1940 (or as amended time to time). Bidder should attach an undertaking to this effect.
  - k. Undertaking that the medicines will be supplied & billed to the employee / pensioners /dependent family members strictly as per the prescription slip of the Doctor, IIP Dispensary.

The bidders conforming to the above eligibility criteria (a to k) will be declared technically qualified in this tender and their price bid will be opened. After opening of the price bid, the contract will be awarded to the highest discount offering bidder.

Bidders interested to enter annual rate contract for the above categories of items, are requested to submit online e-tenders through GeM-CPP Portal, addressed to The Director, CSIR-IIP, Dehradun, Uttarakhand, India, within the due date and timings.

दिनेश कुमार  
भंडार एवं क्रय अधिकारी  
email:[spo.iip.iip@csir.res.in](mailto:spo.iip.iip@csir.res.in)  
Contact - +91 135 2660072 / 2525762)

Format 1.1:  
**Bank Guarantee Format for Performance Security**

To  
The Director-IIP, through  
Head of Procurement  
Procuring Organization

[Complete address of the Procuring Entity]

Whereas..... (name and address of the contractor) (hereinafter called “the contractor”) has undertaken, in pursuance of contract no ..... date..... to supply ..... (description of goods and Works/ Services) (hereinafter called “the contract”).

And Whereas you have stipulated it in the said contract that the contractor shall furnish you with a bank guarantee by a Commercial bank for the sum specified therein as security for compliance with its obligations as per the contract;

And Whereas we have agreed to give the contractor such a bank guarantee.

Now Therefore we hereby affirm that we are guarantors and responsible to you, on behalf of the contractor, up to a total of .....(amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the contractor to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the contractor before presenting us with demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall be valid until the .....day of .....20.....

Our.....branch at.....\*(Name & Address of the .....\*(branch) is liable to pay the guaranteed amount depending on the filing of a claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our .....\* branch a written claim or demand and received by us at our .....\* branch on or before Dt..... otherwise, the bank shall be discharged of all liabilities under this guarantee after that.

(Signature of the authorized officer of the Bank)

.....  
.....  
Name and designation of the officer  
.....

Seal, name & address of the Bank and address of Branch

\*Preferably at the headquarters of the authority competent to sanction the expenditure for the procurement of goods or at the concerned district headquarters or the state headquarter.b

**Bid Securing Declaration**  
(on Company Letter-head)

Bidder's Name \_\_\_\_\_

[Address and Contact Details]

Bidder's Reference No. \_\_\_\_\_

Date.....

To  
The Director-IIP, through  
Head of Procurement  
Procuring Organisation  
[Complete address of the Procuring Entity]  
Ref: Tender Document No. Tend No./ xxxx; Tender Title: GOODS

Sir/ Madam

We, the undersigned, solemnly declare that:

We understand that according to the conditions of this Tender Document, the bid must be supported by a Bid Securing Declaration in lieu of Bid Security.

We unconditionally accept the conditions of this Bid Securing Declaration. We understand that we shall stand automatically suspended from being eligible for bidding in any tender in Procuring Organisation for 2 years from the date of opening of this bid if we breach our obligation(s) under the tender conditions if we:

- 1) withdraw/ amend/ impair/ derogate, in any respect, from our bid, within the bid validity; or
- 2) being notified within the bid validity of the acceptance of our bid by the Procuring Entity:
  - (a) refused to or failed to produce the original documents for scrutiny or the required Performance Security within the stipulated time under the conditions of the Tender Document.
  - (b) Fail or refuse to sign the contract.

We know that this bid-Securing Declaration shall expire if the contract is not awarded to us, upon:

- 1) receipt by us of your notification
  - (a) of cancellation of the entire tender process or rejection of all bids or
  - (b) of the name of the successful bidder or
- 2) forty-five days after the expiration of the bid validity or any extension to it.

(Signature with date)

.....  
(Name and designation)

Duly authorized to sign bid for and on behalf of.....  
[name & address of Bidder and seal of company]

Dated on ..... day of ..... [insert date of signing]

Place.....[ insert place of signing]

DA:.....

**Undertaking regarding Debarment**  
(on Company Letter-head)

Bidder's Name \_\_\_\_\_

[Address and Contact Details]

Bidder's Reference No. \_\_\_\_\_

Date.....

To

The Director-IIP, through  
Head of Procurement  
Procuring Organisation  
[Complete address of the Procuring Entity]

Ref: Tender Document No. Tend No./ xxxx; Tender Title: GOODS

Sir/ Madam

We, the undersigned, solemnly declare that:

Our firm/company through which we are submitting the bid against the above tender or any other firm/company wherein the owner of this firm/company is having majority ownership, is not debarred from any Government Funded Organizations in India. If this declaration is found false, then this will be termed as breach of contract and the CSIR IIP will be at its discretion to initiate suitable action accordingly regarding debarment.

Name of authorized official : \_\_\_\_\_

Signature of authorized official : \_\_\_\_\_

Firm Name :

Date :

Place :

**Undertaking regarding non-conviction**  
(on Company Letter-head)

Bidder's Name \_\_\_\_\_

[Address and Contact Details]

Bidder's Reference No. \_\_\_\_\_

Date.....

To

The Director-IIP, through  
Head of Procurement  
Procuring Organisation  
[Complete address of the Procuring Entity]

Ref: Tender Document No. Tend No./ xxxx; Tender Title: GOODS

Sir/ Madam

We, the undersigned, solemnly declare that:

The Bidder/appointed pharmacist has/have not ever been convicted under the Drug and Cosmetics Act 1940 (as amended time to time). If this declaration is found false then CSIR IIP can take suitable necessary action as per stipulated procedure.

Name of authorized official : \_\_\_\_\_

Signature of authorized official : \_\_\_\_\_

Firm Name :

Date :

Place :