



NORTHEAST FRONTIER RAILWAY

EOI DOCUMENT FOR

**Empanelment of vendors for Local Purchase for
Central Hospital/Maligaon for a period of 2 (two) years**

No.EOI/MD/02 OF 2021-22

EXPRESSION OF INTEREST

Scope of enquiry: - Medical Director/Central Hospital/N.F. Railway, Maligaon, for and on behalf of the President of India, invites Expression of Interest (EOI) from resourceful chemists & Medical Stores in Guwahati for registration of vendors. In the next stage, vendors who will meet the eligibility criteria will be asked for submission of financial bids for different items and the successful vendors will then be considered for empanelment for Local Purchase.

Eligibility: -

1. The chemist/medical stores shop should be in existence continuously for at least last five years. (Copy of licenses held for last five years have to be submitted).
2. The chemist must hold valid licenses as on the date of submission of Bid in specified forms issued by the Drug Control Authority of the State under the provisions of Drugs and Cosmetics Act, 1940. The successful Bidder will further ensure that their licenses remain valid on the date of bid opening and till the end of the contract period.
3. Copy of valid trade license.
4. The vendor should preferably be registered at IREPS.
5. The chemist must not have been convicted by the State drugs authorities and no case should be pending under the Drugs and Cosmetic Act and rules.
6. The Average Annual Turnover of the bidder in the previous three financial years should not be less than Rs. Twenty Lacs. The bidder has to submit an Audit Balance Sheet with Profit and Loss statement from a CA, of the previous three financial years in support thereof.
7. The chemist shop/commercial establishment should be situated within the Guwahati city.
8. Copy of valid GST Registration certificate.
9. A copy of PAN allotted to the firm.
10. Performance certificate/orders from Govt./Semi-Govt./PSU/Corporate institutions where the firm has been supplying medicines, surgical items and consumables should be provided.
11. Presence of proper storage and cold chain supply system in the vendor's establishment.
12. At least one retail Pharmacy should be within 1Km radius of Central Hospital, irrespective of average annual turnover in the previous three financial years and discount offered on MRP.

Terms and conditions:

1. The Chemists/medical stores/vendors that have been selected for registration shall be invited later on for submission of financial bids for one or more one of the following.
 - a. Branded drugs,
 - b. Branded generic/Generic drugs.
 - c. Anticancer drugs.
 - d. Vaccines and Sera
 - e. Medical Gases
 - f. Lab reagents.
 - g. Disposables & Consumables
 - h. Implants.
2. Orders will be placed through email/sms/Whatsapp/FAX to the supplier.

3. Performance Criteria: The performance of the vendors shall be assessed on the following criteria
 - a. Services will be required 24 X 7
 - b. Material will have to be supplied on the same day preferably before the closure of OPD if the indent has been placed at least 4 hours before closure of OPD timings.
 - c. For life saving drugs the firm has to supply within a short notice preferably within one hour of being intimated.
 - d. Medicines have to be supplied through special messengers of the supplier.
 - e. Medicines and other items should be supplied by the same name (make & salt as indented). No alternate or substitute will be accepted except with special permission of MD/CH/MLG.
 - f. Performance register will be maintained by the store pharmacists concerned. The vendor or its representative while making deliveries shall sign (with date and time) on receipt register or receipted challan. Any entry into the register shall be the final proof of performance. The authorized representative of the vendor making supply can see the performance register. Entries in the register shall be final and shall not be put to question in any dispute.
 - g. Failure to supply in time, quantity and quality shall be recorded.
4. Supply of substandard drugs shall be dealt as per Railway Board L. No 2014/RS(G)/79/13 dated 04/06/2018
5. The payment will be on online by associate finance on submission of bills in triplicate to Medical Director, Central Hospital, Maligaon.
6. Empanelment will be valid for a period of two years which will be extendable by another one year.
7. More than one firm will be empanelled for each group of item above.
8. Order for supply against a particular item will be placed on the vendor as per rotation and periodicity fixed by MD/CH/MLG
9. If the vendor fails to supply as per contract condition, the particular item shall be procured from the vendor next on the sequence list of rotation and it will be recorded in the performance register or in case of urgency it can be purchased from the market and difference in cost will be recovered from the vendor to whom the order is placed

Format for submission of EOI: - The proposal may please be submitted in the format & schedule annexed to this document as Annexure-A, along with supporting documents for the information provided. EOI document with format & schedule is available for free download at N. F. Railway's official website <http://www.nfr.indianrailways.gov.in>. The same can also be collected from the office of the Central Medical Store/Central Hospital/N. F. Railway, Maligaon, Guwahati -11 up to 13:00 hrs of 01/09/2021

Last date of submission: The EOI from interested service providers will be received in sealed envelopes up to 13:00 hrs of 03/09/2021 in the office of the Central Medical Store/Central Hospital/N. F. Railway, Maligaon, Guwahati-781011. The offers will be opened on the same day at 15:30 hrs.

Contact details: For clarification required if any, may contact The Office of Central Medical Store /Central Hospital/N. F. Railway, Maligaon, Guwahati-781011 at 9957550535 & 9957550509

Annexure 'A'

FORMAT FOR EOI

SN	Description	Information to be provided by the chemist/medical store	Supporting Documents attached. (Yes/No)
1	Name of Firm		
2	Address		
3	The chemist/medical store shop should be in existence continuously for at least last five years. (Copy of licenses held for last five years have to be submitted).		
4	The chemist must hold valid licenses as on the date of submission of Bid in specified forms issued by the Drug Controller Authority of the State under the provisions of Drug and Cosmetic Act, 1940.		
5	Copy of valid trade license		
6	The chemist must not have been convicted by the State drugs authorities and no case should be pending under the Drugs and Cosmetic Act and Rules. A self declaration/undertaking or Certificate from Competent Authority to this effect should be provided.		
7	The Average Annual Turnover of the bidder in the previous three financial years. Audit Balance sheet with Profit & Loss statement from CA to be attached.		
8	The chemist shop/commercial establishment Should be situated within the Guwahati city. For supporting documents refer Annexure B.		
9	Copy of valid GST Registration certificate.		
10	A copy of PAN allotted to the firm.		
11	Performance Certificate/Orders from Govt./Semi-Govt./PSU/Corporate Institutions		
12	Whether registered at IREPS? (Yes/No)		
13	A self declaration stating presence of proper storage & Cold chain supply system in the premise.		
14	Educational Qualification Certificate & experience certificate		

Annexure 'B'

List of documents which may be submitted for proof of address (Any one)

- 1.** Electricity Bill (not older than 3 months)
- 2.** Telephone Landline Bill (not older than 3 months)
- 3.** Bank statement/Passbook
- 4.** Post Office Account Statement/Passbook
- 5.** Address Proof Affidavit
- 6.** Registered Lease/Rent Agreement

DECLARATION

I/We solemnly declare that to the best of my/our knowledge and belief, the information and the Statements accompanying it are correct, complete and true.

Name of authorized signatory:

Designation:

Date:

(Signature of authorized signatory)

Telephone:

Seal