



**Dr. Ram Manohar Lohia Institute of Medical Sciences,**  
**Vibhuti Khand, Gomti Nagar, Lucknow - 226010 (UP)**  
**Phone: 0522-4918502 & 4918504, Fax: 0522-4918506**  
**Website: www.drrmlims.ac.in, E-mail: dr.rmlims.hrf@gmail.com**



**DR. RAM MANOHAR LOHIA INSTITUTE OF MEDICAL SCIENCES**  
**VIBHUTI KHAND , GOMTI NAGAR, LUCKNOW- 226 010**  
**Phones: 0522-4918503, 4918510 Fax 0522-4918506**  
**Website www.drrmlims.ac.in**

e-bid Ref no:4550/RMLIMS/HRF/LP/19

Dated: 04.12.2019

### **e-Bid Notice**

**e-bids are invited from reputed chemist & druggist who are situated within 15 km area from Dr. RMLIMS, Lko in two bid system for a period of One year for Local Purchase of drugs & medicines for staff & employees & their dependents, VIPs, PED, BPL patients etc.**

e-Bids can be submitted from 05/12/2019 to 26/12/2019 & will be opened on 27/12/2019 or afterwards. The details of submission of e-Bids are available in the e-Bid document uploaded on the **e-tender portal <http://etender.up.nic.in> and website [www.drrmlims.ac.in](http://www.drrmlims.ac.in)**. The Director reserves the right to cancel any or all e-Bids or annul the bidding process of any stage without assigning any reason thereof.

**Director**



**Dr. Ram Manohar Lohia Institute of Medical Sciences,**  
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Website: www.drrmlims.ac.in, E-mail: dr.rmlims.hrf@gmail.com

### **Request for Proposal (RFP)**

**e-bids are invited in two bid system for Local Purchase of drugs & medicines for staff & employees & their dependents, VIPs, PED, BPL patients from reputed chemist & druggist situated within 15 km area from Dr.RMLIMS, Lko for a period of One year**

**Bid Ref** : 4550/RMLIMS/HRF/LP/2019/ dated 04/12/2019

**E-tender Portal** : <http://etender.up.nic.in>

#### **Critical dates**

<b>Sl.</b>	<b>Particulars</b>	<b>Date</b>	<b>Time</b>
1	Publishing date & time	05/12/2019	AM/PM
2	Bid submission date & time	05/12/2019	PM Onwards
3	Bid submission last date & time	26/12/2019	04:00 PM
4	Bid opening date & time	27/12/2019	02:00 PM

**Place of Opening e-Bids** : UP Electronics Corporation Ltd  
U.P. Government undertaking  
10-Ashok Marg, Lucknow-226001  
Telephones: (0522) 2286808, 2286809, 4130303  
Fax: (0522) 2288583  
Website: [www.uplc.in](http://www.uplc.in)  
E-mail: [uplcsoftware@gmail.com](mailto:uplcsoftware@gmail.com), [md@uplc.in](mailto:md@uplc.in)  
& [uplclko@gmail.com](mailto:uplclko@gmail.com)

This Document Contains — **30** Pages



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DIRECTOR  
Dr. RMLIMS, Lucknow

e-Bid Ref No: **4550/RMLIMS/HRF/LP/2019/ dated 04/12/2019**



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## **About Dr. Ram Manohar Lohia Institute of Medical Sciences, Lucknow**

(Web Site: <http://www.drrmlims.ac.in/>)

Dr. Ram Manohar Lohia Institute of Medical Sciences (RMLIMS) is a super specialty autonomous medical teaching institute established by the State Government of Uttar Pradesh. The Chairperson of the Institute is Mr. R.K.Tiwari, Chief Secretary, Govt. of Uttar Pradesh, Vice Chairperson is Dr. Rajneesh Dube, Principal Secretary Medical Education. The current Director of the Institute is Prof. A.K. Tripathi.

Dr Ram Manohar Lohia Institute of Medical Sciences is centrally located in Vibhuti Khand, Gomti Nagar, Lucknow. The hospital affiliated to the institute offers high end services and treatment in various super specialty medical disciplines and also offers teaching facilities imparting degrees of D.M., M.Ch., M.D., M.S., Ph.D. as well as paramedical diploma programs.

The hospital serves as a referral centre for the population of Lucknow and populations from adjacent districts as well as belt of Eastern U.P. Facilities are extended to all sections of society including the poor and low resource population of this region who require specialized care. The hospital provides comprehensive cancer care with well-developed facilities and expertise in Surgical, Radiation and Medical and Laboratory Oncology as well as Nuclear medicine. Specialties of Cardiology, Cardiothoracic surgery, Gastro medicine, Gastro surgery, Nephrology, Urology, Neurology and Neurosurgery are also well developed. Specialty clinics including refractory epilepsy, pain clinic, Uro-oncology, dialysis, lithotripsy, Cath lab are functional. Intensive care unit is well developed.

The diagnostic services at the institute are state of art in health care and the Departments of Pathology and Microbiology have been upgraded to State Referral Centre for Laboratory Investigations .Department of Radiology has high-end facilities with a comprehensive 64 slice CT scan, 3 Tesla MRI, BMD, mammography etc. Interventional radiology facilities are also available. The hospital is networked by a all-inclusive web-based HIS system which provides electronic records from registration to discharge. Online registration, bidirectional web-based lab reporting, PACS system for image transfer, e-pharmacy, web mails are available. The faculty of the institute include doctors of expertise and dedication towards progress in health care and patient welfare.



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**SECTION I: Letter of Invitation**

1. Through this Request for Proposal (RFP), it is intended to invite e-Bids for Local Purchase of drugs & medicines for staff & employees & their dependents, VIPs, PED, BPL patients from reputed chemist & druggist situated within 15 Km. area from Dr. RMLIMS, Lucknow for a period of One year.
2. Bidders are advised to study the e-Bid document carefully.
3. Submission of e-Bids against this tender shall be deemed to have been done after careful study and examination of the procedures, terms and conditions of the e-Bid document with full understanding and its implications.
4. Only those Bidders can participate who are registered in U.P. Electronics Corporation Ltd.
5. e-Bids submitted by any unregistered bidder will be treated as non responsive and will not be considered against this e-Bid.
6. e-Bid document is available on e-tender portal <http://etender.up.nic.in> and also on Dr. RMLIMS, Lucknow website [www.drrmlims.ac.in](http://www.drrmlims.ac.in). Interested Bidders may view, download the e-Bid document, seek clarification and submit these e-Bids online only on e-tender portal <http://etender.up.nic.in>, up to the date and time mentioned in the table below:-

e-Bid Reference No.	
Purpose	Local Purchase of drugs & medicines for staff & employees & their dependents, VIPs, PED, BPL patients from reputed chemist & druggist situated within 15 km. area from Dr. RMLIMS Lko for a period of One year.
Date of Publication of e-Bid notice	05/12/2019 on e-tender portal <a href="https://etender.up.nic.in">https://etender.up.nic.in</a> and website of Dr. RMLIMS, Lucknow - <a href="http://www.drrmlims.ac.in">www.drrmlims.ac.in</a>
Last date for submission of e-Bids	26/12/2019 up to 04:00 P.M.
Site for submission of e-Bid	<a href="https://etender.up.nic.in">https://etender.up.nic.in</a>
Web site address	<a href="http://www.drrmlims.ac.in">www.drrmlims.ac.in</a>
e-mail address	<a href="mailto:dr.rmlims.hrf@gmail.com">dr.rmlims.hrf@gmail.com</a>
e-Bid Inviting Officer	The Director / Chairman (HRF)
Date of opening of e-Bids	27/12/2019 at 02:00 PM or afterwards
Venue of Opening of e-Bids	UP Electronics Corporation Ltd, 10, Ashok Marg, Lucknow-226001



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Contact numbers	0522-2286808, 0522-2286809, 0522- 4130303
Fax number	0522-2288583

7. Director reserves the right to cancel any or all the e-Bids or annul the e-Bid process without assigning any reason thereof.
8. All required documents must be uploaded by the Bidders electronically in the PDF format. It is suggested that the PDF Files should be made in grayscale using the minimum readable appropriate resolution so that the size of the files is minimized for fast uploading on the e-Bid portal <http://etender.up.nic.in>. The required electronic documents for each document label of Technical (Fee details, Annexure etc) schedules/packets can be clubbed together to make single different files for each label. The size of single label file should not exceed 20-25 MB size.



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## **SECTION II: INSTRUCTIONS TO BIDDERS (ITB)**

### **1. DEFINITIONS**

In this Contract, the following terms shall be interpreted:

- “The Institute means Dr. Ram Manohar Lohia Institute of Medical Sciences, Lucknow
- “e-Bid” means the Technical proposal and the financial proposal.
- “Instructions to Bidders” means the document which provides all information to all interested Bidders to prepare their Bids. This document also details out the process for the selection of the Bidder for the work mentioned in this tender document.
- “Scope of work” (SOW) means Scope of Work mentioned in Section III.
- Terms of Reference of the RFP which explains the objectives, Scope of work, activities, tasks to be performed, and expected results and deliverables of the assignment, respective responsibilities of the Bidder.
- “The Contract rates” mean the charges for drugs & medicines payable to Bidder under Contract.
- “Services” means the Local Purchase of drugs & medicines and other obligations of the Bidder covered under the Scope of Work.

### **2. THE BIDDING DOCUMENT**

- Availability of e-Tender Document

This e-tender document is available on the e-tender portal <http://etender.up.nic.in> and Dr. RMLIMS, Lucknow website [www.drrmlims.ac.in](http://www.drrmlims.ac.in) to enable the Bidders to view and download the Bidding document, submit their e-Bids online up to the last date and time mentioned in e-tender document only on e-Bid portal <http://etender.up.nic.in>.

### **3. CONTENTS OF E-BID DOCUMENT**

The nature and types of drugs & medicines required, Bidding procedure, terms and conditions etc. are prescribed in the e-bid document. The e-bid document includes:

- SECTION I : LETTER OF INVITATION
- SECTION II : INSTRUCTIONS TO BIDDERS (ITB)
- SECTION III : TERMS OF REFERENCE (TOR) AND SCOPE OF WORK
- SECTION IV : BIDDER'S ELIGIBILITY CRITERIA
- SECTION V : STANDARD TERMS AND CONDITIONS
- SECTION VI : TECHNICAL PROPOSAL SUBMISSION FORM (Annexure I & II)
- DECLARATION FOR PROPOSAL SUBMISSION FORM (Annexure III)
- FINANCIAL PROPOSAL SUBMISSION FORM (Annexure VII)





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The Bidders are expected to examine all the instructions, forms, terms and conditions, requirements and qualifications in the e-tender documents. Failure to furnish all the information required as per the Bidding documents or submission of an e-Bid not responsive to the e-tender document in every respect will be at the Bidder's risk and may result in the rejection of his e-Bid.

#### **4. CLARIFICATIONS OF E-TENDER DOCUMENTS**

A prospective Bidder requiring any clarification of the e-tender documents may raise his point of clarification to NIC e-mail support-eproc@nic.in, (M) 8826246593, (O) 0120-4200462, 0120-4001002, 0120-4001005

#### **5. AMENDMENT OF E-TENDER DOCUMENT**

At any time prior to the deadline for submission of e-Bids, the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the e-tender document by amendments. Such amendments shall be posted/ uploaded on the e-tender portal <http://etender.up.nic.in> through corrigendum and shall form an integral part of the eBid documents. The relevant clauses of the e-tender documents shall be treated as amended accordingly.

It shall be the sole responsibility of the prospective Bidders to check the e-tender portal <http://etender.up.nic.in> and [www.drrmlims.ac.in](http://www.drrmlims.ac.in) from time to time for any amendment in the e-Bid document. In case of failure to get the amendments, if any, the Institute shall not be responsible for any negligence on part of the Bidder.

In order to allow prospective Bidders a reasonable time to take the amendment into account in preparing their e-Bids, the Institute at its discretion, may extend the deadline for the submission of e-Bids. Such extensions shall be posted/up-loaded on the e-tender portal <http://etender.up.nic.in>.

#### **6. PREPARATION & SUBMISSION OF e-Bids**

##### **Documents Constituting e-Bid**

e-Bids prepared by the Bidder shall comprise the following components:

e-Bids - e-Bids will comprise of:

- Technical proposal submission Form – **Annexure I , II & III**
- Financial proposal submission Form – **Annexure VII**

##### **Documents Establishing Bidder's Qualification**

The Bidder shall furnish, as part of Technical Proposal (**Annexure I & II**), documents establishing the qualification to perform the Contract. The documentary evidence in support of the information furnished should be submitted by the Bidder electronically in the PDF format. The Bidder's eligibility criteria and selection procedure are defined in Section IV of e-Tender document.



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It is suggested that the PDF files should be made in grayscale using the minimum readable appropriate resolution so that the size of the files is minimized for fast uploading on the e-Bid portal.

## **7. FORMAT AND SIGNING OF E-BIDS**

The Bidder shall prepare one electronic copy for the e-Bids.

Bidder or a person or persons duly authorized to bind the Bidder to the Contract. All pages/ documents of e-Bid shall also be signed manually by the person authorized to sign e-Bids before converting them into PDF and uploading them as bidding documents.

## **8. SUBMISSION OF E-BIDS**

The e-Bid Submission module of e-tender portal <http://etender.up.nic.in> enables the Bidders to submit the e-Bid online against the e-tender published by the Institute. Bid Submission can be done only from the Bid Submission start date and time till the e-Bid Submission end date and time given in the e-Bid. Bidders should start the Bid Submission process well in advance so that they can submit their e-Bid in time. The Bidders should submit their Bids considering the server time displayed in the e-tender portal. This server time is the time by which the Bid submission activity will be allowed till the permissible time on the last/end date of submission indicated in the e-tender schedule. Once the Bid submission date and time is over, the Bidders cannot submit their e-Bid. For delay in submission of e-Bids due to any reasons, the Bidders shall only be held responsible.

The Bidders have to follow the following instructions for submission of their e-Bids:

For participating in e-tender through the e-Bidding system, it is necessary for the Bidders to be the registered users of the e-tender portal <http://etender.up.nic.in>. For this, the Bidders have to register themselves by depositing a fee of Rs 6000/- (Rupees six thousand only including GST) in the office of U.P. Electronics Corporation Limited, 10, Ashok Marg, Lucknow-226001 for getting a valid User ID and password and the required training/ assistance etc. on e-tender portal <http://etender.up.nic.in>.

In addition to the normal registration, the Bidder has to register with his/her Digital Signature Certificate (DSC) in the e-Bidding system and subsequently he/she will be allowed to carry out his/her e-Bids submission activities. Registering the Digital Signature Certificate (DSC) is a onetime activity till its validity. Before proceeding to register his/her DSC, the Bidder should first log on to the e-Bidding system using the User Login option on the home page with the Login Id and Password with which he/ she has registered as enumerated in the preceding paragraph above.

For successful registration of DSC on e-Procurement portal <http://etender.up.nic.in> the Bidder must ensure that he/she should possess Class-2/ Class-3 DSC issued by any one of certifying



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authorities approved by Controller of Certifying Authorities, Government of India. The Bidder may also apply to office of U.P. Electronics Corporation Limited, (UPLC) for getting DSC at the address given in the preceding paragraph above on a prescribed form available at UPLC's website [www.uplc.in](http://www.uplc.in) along with the payment of fee of Rs 1708/- per person including GST, the Bidder is also advised to register his/her DSC on e-tender portal well in advance before Bid submission end date so that he/she should not face any difficulties while submitting his/her e-Bid against e-tender. The Bidder can perform User Login registration/creation and DSC registration exercise as described in preceding paragraphs above even before e-Bid submission date starts. The Institute shall not be held responsible if the Bidder tries to submit his/her e-Bids at the last moment before end date of submission but could not submit due to DSC registration or any other technical problems.

The Bidder can search for active Bids through "Search Active Bids" link, select a Bid in which he/she is interested in and then move it to 'My Bids' folder using the options available in the e-Bid Submission menu. After selecting and viewing the Bid, for which the Bidder intends to e-Bid, from "My Bids" folder, the Bidder can place his/her Bid by clicking "Pay Offline" option available at the end of the view Bid details form. Before this, the Bidder should download the Bid document and study them carefully. The Bidder should keep all the documents ready as per the requirements of e-Bid document in the PDF format.

After clicking the 'Pay Offline' option, the Bidder will be redirected to the Terms and Conditions page. The Bidder should read the Terms & Conditions before proceeding to fill in the Processing Fee offline payment details. After entering and saving the Processing fee details, the Bidder should click "Encrypt & Upload" option given in the offline payment details form so that "Bid Document Preparation and Submission" window appears to upload the required documents Technical Proposal Submission Form etc (**Annexure "I" to Annexure "IV"**) of this e-tender document. The details of the Demand Draft or any other accepted instrument which is to be physically sent in original before Bid submission and date and time, should tally with the details available in the scanned copy and the data entered during e-Bid submission time otherwise the e-Bid submitted will not be accepted.

Before uploading, the Bidder has to select the relevant Digital Signature Certificate. He may be prompted to enter the Digital Signature Certificate password, if necessary. For uploading, the Bidder should click "Browse" button against each document label in Technical schedules/packets and then upload the relevant PDF files already prepared and stored in the Bidder's computer. The required documents for each document label of Technical. Schedules/packets can be clubbed together to make single different files for each label.

The Bidder should click "Encrypt" next for successfully encrypting and uploading of required documents. During the above process, the Bid documents are digitally signed using the DSC of the Bidder and then the documents are encrypted/locked electronically with the DSC's of the Bid opens to ensure that the Bid documents are protected, stored and opened by concerned Bid opens only.



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After successful submission of e-Bids, a page giving the summary of e-Bid submission will be displayed confirming end of e-Bid submission process. The Bidder can take a printout of the Bid summary using the "Print" option available in the window as an acknowledgement for future reference.

#### **9. DEADLINE FOR SUBMISSION OF E-BIDS**

- E-Bids must be submitted by the Bidders on e-tender portal <http://etender.up.nic.in>, not later than the date and time specified in this e-tender document.
- The Institute may extend this deadline for submission of e-Bids by amending the e-tender document in accordance with ITB Clause 4, in which case all rights and obligations of the Institute and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
- Institute shall not consider any request for date-extension for e-Bid-submission on account of late downloading of e-tender (RFP) by any prospective Bidder. E-Bids should be uploaded on e-tender portal <http://etender.up.nic.in> on or before **04:00 P.M. of 26/12/2019**.

#### **10. LATE E-BIDS**

The server time indicated in the Bid Management window on the e-tender portal <http://etender.up.nic.in> will be the time by which the e-Bids submission activity will be allowed till the permissible date and time scheduled in the e-tender. Once the e-Bids submission date and time is over, the Bidder cannot submit his/ her Bid. Bidder has to start the e-Bid Submission well in advance so that the submission process passes off smoothly. The Bidder only, will be held responsible if his/ her e-Bids are not submitted in time due to any reasons.

#### **11. WITHDRAWAL AND RESUBMISSION OF E-BIDS**

At any point of time, a Bidder can withdraw his/ her e-Bids submitted online before the e-Bids submission end date and time. For withdrawing, the Bidder should first log in using his/ her Login Id and Password and subsequently by his/ her Digital Signature Certificate on the e-procurement portal <http://etender.up.nic.in>. The Bidder should then select "My Bids" option in the Bid Submission menu. The page listing all the Bids submitted by the Bidder will be displayed. Click "View" to see the details of the Bid to be withdrawn. After selecting the "Bid Withdrawal" option, the Bidder has to click "Yes" to the message "Do you want to withdraw this Bid?" displayed in the Bid Information window for the selected Bid. The Bidder also has to enter the Bid Withdrawing reasons and upload the letter giving the reasons for withdrawing before clicking the "Submit" button. The Bidder has to confirm again by pressing "Ok" button before finally withdrawing his/ her selected Bid. Once the Bidder has withdrawn his /her Bid he/she cannot re-submit this Bid again.

The Bidder can resubmit his/ her e-Bids as and when required till the Bid submission end date and time. The e-Bids submitted earlier will be replaced by the new one. The payment made by



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the Bidder earlier will be used for revised e-Bids and the new Bid submission summary generated after the successful submission of the revised e-Bids will be considered for evaluation purposes. For resubmission, the Bidder should first log in using his/ her Login ID and Password and subsequently by his/ her Digital Signature Certificate on the e-procurement portal <http://etender.up.nic.in>. The Bidder should then select "My Bids" option in the Bid Submission menu. The page listing all the Bids submitted by the Bidder will be displayed. Click "View" to see the details of the Bid to be resubmitted. After selecting the "Bid Resubmission" option, click "Encrypt & Upload" to upload the revised e-Bids documents by following the methodology provided in clauses 09 above.

The Bidders can submit their revised Bids as many times as possible by uploading their e-Bids documents within the scheduled date & time for submission of e-Bids.

No e-Bids can be resubmitted subsequently after the deadline for submission of e-Bids.

## **12. RECEIPT AND OPENING OF E-BIDS BY THE PURCHASER**

Bidders are advised to submit their e-bids in 'Two-Bid' system with Technical and Financial bids separately on e-tender portal.

Please note that prices should not be quoted in the Technical Bid. The Prices should be quoted in the Financial Bid only. On receipt on e-tender portal, the technical proposals will be opened first by the Committee members.

The Institute will open all e-Bids, in the presence of bidder's authorized representatives who choose to attend at **02:00 PM on 27/12/2019**. The bidder's representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of e-Bid opening being declared a holiday for the Purchaser, the e-Bids shall be opened at the appointed time and place on the next working day. The bidder's names and the presence and other details as the Purchaser at its discretion may consider appropriate, will be announced at the opening. The name of such bidders not meeting the qualification requirement shall be notified subsequently.

After evaluation of technical e-Bids, the Institute shall notify those bidders whose e-Bids were considered non-responsive to the Conditions of the Contract and not meeting the Qualification Requirements indicating that they did not technically qualify. The Institute will simultaneously notify the bidders, whose technical e-Bids were considered acceptable and they have been short listed for opening of their financial e-bids.

***Note:- Bidder shall be required to use his own Digital Signature while uploading its Bid. In case of consortium, Prime Bidder shall be required to upload the bid using its Digital Signature. Failure to comply or usage of Digital Signature of other firm shall be liable for rejection of Bid.***



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### **SECTION III: TERMS OF REFERENCE (TOR) AND SCOPE OF WORK**

#### **SELECTION OF BIDDER FOR SUPPLY OF DRUGS & MEDICINES SITUATED WITHIN 15 Km. AREA FROM DR. RMLIMS, LKO FOR A PERIOD OF ONE YEAR**

#### **FOR STAFF & EMPLOYEES & THEIR DEPENDENTS, VIPS, PED, BPL PATIENTS**

- 1) The financial bids for drugs & medicines items should mention a uniform, maximum discount offered in term of percentage on MRP (Maximum Retail Price), across the board for all drugs & medicines items, imported/Proprietary/or otherwise. The quoted offer will remain valid for entire period of rate contract. This condition should be strictly adhered to failing which the bid will be summarily rejected.
- 2) The bidder should quote in figures as well as in words the percentage of discount (% of discount) offered / quoted by him/them.
- 3) Alterations/over writings, unless legibly attested by the bidder shall disqualify the bid.
- 4) The bidder should take care that the percentage of discount (% of discount) are written in such a way interpolation is not possible, no blanks space should be left which would otherwise, make the bid redundant.
- 5) The maximum discount offered should be submitted in Price Bid as per **Annexure -VII**.
- 6) The pre-qualification of bidder will be opened as per e-bid notice.
- 7) Price bid of only those bidders shall be opened who were found qualified in pre-qualification.
- 8) Time & date for opening of Price Bid shall be fixed and intimated to the qualifying bidders.
- 9) The bid should be signed by the bidder himself otherwise shall be disqualified.
- 10) Every paper of the bid should be numbered & signed by the bidder with seal of agency/firm.
- 11) Items will be supplied to the Institute on the price, which is not more than the maximum retail price or DPCO of the Govt. of India.
- 12) The maximum discount which is likely to be offered by the bidder, will be on Maximum Retail Price (MRP) or DPCO of the Govt. of India.
- 13) The bidder will have to give an undertaking that the supply will be made immediately on the receipt of the order at the Institute premises without any extra charge.



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- 14) Duration of contract shall be one year which may be extended further for one year on recommendation of HRF Committee by Director with consent of vendor.
- 15) The successful bidder should be able to receive the orders & supply the items round the clock on all days including Sundays and gazetted holidays.
- 16) The bidder has to supply the same brand of the drug as prescribed & ordered.
- 17) The items shall be of good quality.
- 18) The Director / Chairman (HRF) will evaluate the performance of the successful bidder and have the right to discontinue the contract of the firm at anytime on violation of terms and conditions of the contract on account unsatisfactory services.
- 19) In case of emergencies the order will be given telephonically by the competent officer/ In-charge.
- 20) Agreement will be made on Rs. 100.00 non –judicial stamp paper. It will be provided by the successful bidders for award of Contract.
- 21) Successful bidder should provide Tax Invoice for availing the Input Tax Credit (ITC).

**PLACEMENT OF LP ORDERS:**

Store purchase officer will place the LP order directly on the contractual vender after approval of LP requisition by Competent Authority.

**DELIVERY OF GOODS:**

The successful bidder / RC holder will ensure:-

- To deliver the goods in accordance with the terms and conditions of agreement
- To ensure the supply of goods as per expressed quality and other conditions
- To deliver the goods as and when asked for
- To deliver the goods within reasonable time and hours i.e. 24 hours.
- To deliver the goods in ordered quantity
- To provide reasonable opportunity to examine goods at the time of delivery at LP Store
- When goods are of perishable nature, it will be notified at the time of delivery at LP Store
- When the goods are directly delivered to the patients, which has not received and examined at LP Store or main Pharmacy or OPD Main Pharmacy will not deemed to have accepted by the Institute.
- The goods subsequently found unsatisfactory; the institute is entitled to reject the goods
- The rejected goods will not be accepted.
- Responsiveness and overall performance will matter to perform the agreement of LP



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### **SHELF LIFE:**

- All drugs & medicines should ordinarily have 75% of shelf life at the time of supply/delivery; however it can be accepted with lesser period of shelf life, at the sole cost and risk of the supplier.
- **In case non-usage and expiry of such materials (drugs & medicines) has to be replaced by the supplier.**

### **DETAILS ON CHALLANS / TAX INVOICE:**

- While supplying the ordered material and submitting the Tax Invoice apart from details of items (MRP, generic name, batch no., mfg date, expiry date, challan no and date etc.), brand name of drugs & medicines will have to be mentioned on the face of Tax Invoice / Challan to ensure the quality of item supplied.

### **RATES:**

- Offered discount on MRP should be clearly mentioned in figure & words on your bid.

### **TENDER/EARNEST FEE DEPOSIT:**

- EMD (refundable) of Rs. 1,00,000/- (Rupees One Lac only) payable by NEFT / RTGS in favour of “Nodal Officer, Dr. RMLIMS HRF Society” payable in A/c no. 177301007777771 of Indian Overseas Bank, Vibhuti Khand, Gomti Nagar, Lucknow IFS Code: IOBA0001773 will be submitted by the bidder. **The Details of Receipt/proof of the online submission of EMD must be attached along with the Technical Bid.**
- Moreover, e-tender cost (non-refundable) Rs. 5,900/- (Including @18% GST) (Rs. Five thousand nine hundred only) payable by NEFT / RTGS in favour of “Nodal Officer, Dr. RMLIMS HRF Society” payable in A/c no. 177301007777771 of Indian Overseas Bank, Vibhuti Khand, Gomti Nagar, Lucknow IFS Code: IOBA0001773 for each bidder. **The Details of Receipt/proof of the online submission of Tender Fees must be attached along with the Technical Bid.**

### **PERFORMANCE SECURITY:**

- The successful bidder shall deposit a performance security of Rs. 1,00,000.00 (Rupees One Lakh only) in the form of FDR/TDR/Bank Guarantee to be pledged in favour of





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“Nodal officer, DR. RMLIMS Society HRF, Payable at Lucknow” for a period of 15 months from the date of issue of rate contract.

**DELIVERY PERIOD:**

- Maximum 24 Hours after communication of Supply Order but in emergency immediate within 03 hours. The Supply Period i.e. 24 hours or 03 hours will be mentioned in supply Order. If Ordered Items will not be supplied within stipulated period then Penalty clause will be imposed.
- Supply order received before 12:00 mid-day should be complied on same day by 05 pm & Supply orders received after 12:00 shall be complied by 10:00 am next day.

**PENALTY CLAUSE:**

- Recovery of difference amount – In case item demanded but not supplied either totally or in part within 24 working hrs. After receipt of LPO would be treated as cancelled and will be procured from H2 or from other alternative sources, the rate difference will be recovered from forthcoming bills of the RC holder i.e. H1 firm. (Difference from discounted price.) .
- Forfeiture of EMD/performance security –In case the firm fails to supply the drugs and medicines / items to the institute, without giving proper notice or giving the reason for non supply of item (consecutive failure five times) to supply in part or in full may lead to forfeiture of performance security and /or termination of Rate Contract. (Repeated failure of full supply order of the required items could lead to debarring of firm.)
- The services will be reviewed periodically by HRF Committee In case of unsatisfactory supplies at any point of time of execution of contract is liable to be cancelled with forfeiture of performance security as per penalty clause.

**SOURCING OF PROCUREMENT:**

- 1- Local purchase rate contract 1- the first source of procurement (H1)
- 2- Local purchase rate contract 2- the second (alternative) source of procurement (H2)
  - RC-1 source fails to supply the items within the stipulated time of 24 working hours.
  - HRF committee members are not satisfied with the quality of service & items procured from RC -1 source (H1).
  - When the RC-1 source fails to honour the terms and condition of the contract e.g.
    - 1) Asking for upward revision of prices,



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- 2) Asking for extension of the delivery period beyond the accepted time
- 3) Any other prayer form RC-1 source which does not serve the purpose of the Institute.

**RATE CONTRACT WILL BE DONE FOR CATEGORIES AS DEFINED BELOW:**

Category	Description
Drugs & Medicines	All Drugs & medicines

**For each category H1 & H2 will be decided separately.**

**NEGOTIATION-**

- There will be a negotiation with highest discount quoting bidder after opening of the price bid, however in case of equal bidding, both highest discount offered on MRP will be considered to empanelment the rate contract. RC may be awarded to more than one bidder.

**DISPUTES AND ARBITRATION:**

- All disputes or difference arising during the execution of the contract shall be resolved by mutual discussion failing which the matter will be referred to the Director (Dr. RMLIMS, Lucknow) for arbitration whose decision shall be binding on both parties.

**TERMS OF PAYMENT:**

- 100% payment shall be made through A/c payee Cheque or RTGS, on receipt of goods in satisfactory conditions on 30 days of bill submission.
- If Tax Invoice is not received in accordance with instructions will not be entertained for payment.
- Part supply is acceptable for the sake of convenience but payment will be made on 100% supply.
- Pre-receipted Tax Invoice should be submitted in quadruplicate.
- All instructions will have to comply strictly to avoid any delay in release of payment.
- However, other standard terms and conditions of the rate contract of the Institute will be applicable.

**FALL CLAUSE:**

- Any information found fabricated/hidden with a view to misleading to the authorities of the Institute shall make the firm liable to outright rejection or offer / bid, forfeiture of the deposit and /or debarring of the firm from participation in the local purchase tender at DR. RMLIMS for a period of 5 years. The decision of the Director, Dr. RMLIMS shall be final in this regard.
- Any action on part of bidder to influence any official of the Institute will amount to rejection of bid.



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#### **SECTION IV: BIDDER'S ELIGIBILITY CRITERIA**

Only those bidders shall be eligible for bidding in this tender who are registered in UPLC.

- 1) Bids should comprise of following sections:
  - i) Technical Bid (Part-I)
  - ii) Financial Bid (Part-II)
- 2) Both the bids must be submitted separately on e-tender portal <http://etender.up.nic.in>. Prices should not be quoted in the Technical Bid. The prices should be quoted in the Financial Bid only.
- 3) The bidder should submit/upload the following documents as mentioned in SECTION VI (**Annexure** –I & II) of Technical Proposal Submission along with the followings for technical eligibility of the tender failing which your bid may be rejected:-
- 4) The bidder should have minimum ten lac turn over during the each financial year 2015-16, 2016-17 and 2017-18 to become eligible and satisfactory documentary evidence will have to be furnished in support of his turn over with balance sheet, sale tax return and income tax return for last 3 financial years with relevant proof.
- 5) The bidder should have experience in supply of drugs & medicines.
- 6) The bidder should have valid retail drug license issued by the state drug authority at the time of submission of bid.
- 7) The bidder should have retail shop and should be situated within 15 Km area from Dr. RMLIMS,LKo.
- 8) Technical committee will inspect the retail Shop.



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## **SECTION V – Standard Terms and Conditions**

### **1. Prices**

- The rate (F.O.R. destination) quoted by the bidder should be F.O.R. destination and inclusive of all prevalent Taxes e.g. GST, Duties, License fees, etc.
- If at any time during the said period of contract, the bidder reduces the sale price, sells, or offers to sell such Services and goods to any person/organization, Central or State Government Departments etc as the case may be, at a price lower than the price chargeable under the contract, the bidder shall forthwith notify such reduction, or sale or offer to sell to Dr. RMLIMS, Lucknow and the price payable under the contract for the supply of Services and material after the date of coming into force of such reduction or sale or offer to sell, shall stand correspondingly reduced.

### **2. Period of Validity of Offer**

The offer shall remain valid for a period of one year from the date of opening of bid. Any offer valid for a shorter period shall be rejected as non-responsive.

### **3. Scope of Work**

The Scope of Work shall be as per requirement of the Institute as mentioned in Section –III (Terms of Reference (TOR) and Scope of Work.

### **4. Submission of Offer**

The bidder should submit their e-bid duly signed and stamped by the authorized Signatory on each and every page of the documents.

### **5. Evaluation of Offers**

The bidder will upload their e-bid within stipulated time. The selection will be based on the criteria as mentioned in Section - III.

### **6. Right to negotiate**



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The negotiation, if required shall be carried out only with the technically qualified with the highest Bidder by competent authority/ HRF committee of the Institute.

#### **7. Award Criteria**

- The Institute will determine to its satisfaction whether the highest bidder's discount on MRP is selected as successful responsive offer, meets the criteria specified and is qualified to perform the contract satisfactorily.
- Highest discount on MRP (H-1) will be evaluated based on the quoted against Financial Bid (Part - II) – Annexure -VII.
- The Institute will award the contract to the successful bidder whose offer has been determined to be responsive to all the conditions of the contract and meet the qualification & requirement of the Institute.

#### **8. Acceptance of the Bid**

The Institute does not bind itself to accept the highest or any bid, and reserves the right to:

- Reject any or all offers with/without any reason
- Accept any offer of bidder without assigning any reason
- Reduce or extend the period of contract without assigning any reason.
- Accept any offer of bidder who is capable to handle the requirement.

#### **9. Signing of Contract**

- As soon as the Institute notifies the successful bidder whose offer has been accepted, the Institute will send the Contract Form to successful bidder, the incorporating all the conditions of the contract between the parties.
- Within 7 days of receipt of the Contract Form, the successful bidder shall execute, sign and date the Contract and return it to the Institute.

#### **10. Payment Schedule**

- 100% payment shall be made through A/c payee Cheque or RTGS, on receipt of goods in satisfactory conditions on 30 days of bill submission.
- If Tax Invoice is not received in accordance with instructions will not be entertained for payment.



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- Part supply is acceptable for the sake of convenience but payment will be made on 100% supply.
- Pre-receipted Tax Invoice should be submitted in quadruplicate.
- All instructions will have to comply strictly to avoid any delay in release of payment.
- However, other standard terms and conditions of the rate contract of the Institute will be applicable.

#### **11. Performance Bank Guarantee**

- The successful bidder shall deposit a performance security of Rs. 1,00,000.00 (Rupees One Lac only) in the form of FDR/TDR/Bank Guarantee to be pledged in favour of “ Nodal officer, DR. RMLIMS Society HRF, Payable at Lucknow” for a period of 15 months from the date of issue of rate contract.

#### **12. Assignment/Sub-contracting**

The successful bidder shall not assign/sub-contract, in whole or in parts its obligations to perform under the Contract to any other firm.

#### **13. Termination for Contract**

- The Institute may without prejudice to any other remedy for breach of contract, by written notice of default sent to the successful bidder to terminate the Contract:
  - (a) If the successful bidder fails to deliver any or all of the Goods or services within the period(s) specified in the Contract/Purchase Order, or within any extension thereof granted by the Institute.
  - (b) If the successful bidder fails to perform any other obligation(s) under the Contract or Purchase Order.

#### **14. Settlement of Disputes**

- If any dispute or difference of any kind whatsoever arises between the Institute & successful bidder in connection with or arising out of the Contract both the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- All disputes or difference arising during the execution of the contract shall be resolved by mutual discussion failing which the matter will be referred



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to the Director (Dr. RMLIMS, Lucknow) for arbitration whose decision shall be binding on both parties.

**SECTION VI - Technical Proposal Submission Form**

**(Technical Bid Part - I)**

**Annexure -I**

Bid Reference No : \_\_\_\_\_

***1. Bidder's General Information –***

SN	Particulars	Description/Details	Reference Documents	Page No.
A.	Name of Bidder			
B.	Contact Details			
	a) Address			
	c)Telephone with STD Code			
	d)Mob No.-			
	e) Fax			
	f) email			
	g) Website			
	h) Name of Managing Director/ CEO			



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**2- Technical / Managerial Staff [Enclosed Separate Sheet if required]**

Sl. No.	Name	Qualification	Position	Task
1.				
2.				
3.				
4.				

**3.**

- Copy of PAN NO.
- GST Registration Certificate
- Copy of Valid Drug license issued by the state Drug controller.
- Letter of Undertakings
- Turn Over not less than 10 lac per year in last three financial years with relevant proof.
- Copy of Income Tax Return/Assessment order.
- Proof of Sale Tax Return/Assessment order.
- Proof of supply (Drug & medicines).
- Copy of Balance Sheet of Financial Year ( 2015-16, 2016-2017, 2017-2018).
- Sign copy of Terms and Conditions of e-Bidding
- Non Conviction Certificate issued from State Drug Control/Notarized .

**Signature.....**

**In the capacity of.....**

**Duly authorized to sign proposal for**

**And on behalf of.....**

**Date.....**

**Place.....**





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**DECLARATION FOR SUBMISSION PROPOSAL**  
**LETTER OF UNDERTAKING**

The Chairman (HRF)  
Dr. Ram Manohar Lohia Institute of Medical Sciences,  
Gomti Nagar, Lucknow.

Sir,

- i. I/We, the undersigned, certify that I/We have gone through the terms and conditions as mentioned in the tender document and undertake to comply with them.
- ii. I/We, the undersigned hereby bind myself/ourselves to the Chairman, HRF Dr. Ram Manohar Lohia Institute of Medical Sciences, Gomti Nagar, Lucknow to supply the various items for HRF during the period of Contract at offered rates quoted.
- iii. The articles shall be of the best quality and kind as per requirement of the institution. The decision of The Chairman, HRF (here-in Affidavit called the said office) as regard to the quality and kind of articles shall be final and binding on me/us.
- iv. EMD (refundable) of Rs. 1,00,000/- (Rupees One Lac only) payable by NEFT / RTGS in favour of "Nodal Officer, Dr. RMLIMS HRF Society" payable in A/c no. 177301007777771 of Indian Overseas Bank, Vibhuti Khand, Gomti Nagar, Lucknow IFS Code: IOBA0001773 will be submitted by the bidder. The Details of Receipt/proof of the online submission of EMD must be attached along with the Technical Bid.
- v. The Earnest Money /Security Money deposited by me/us can be forfeited if any delay occurs on my/ our part or fail to supply the articles on the appointed place and time. The said officers may purchase those articles from any other source and deduct the extra amount, if any in connection therewith from the bills submitted I me/us or out of the Earnest Money/Security Money deposited by me /us.
- vi. If any article is found of inferior quality or not according to specification/samples, it shall be replaced by me/us in time to prevent inconvenience if any and to the full satisfactory of the HRF. Decision of the HRF in this regard shall be final and binding upon me/us.
- vii. I/We hereby undertake to supply the items during validity of tender as per direction given in supply order within the stipulated period positively.
- viii. I/We shall execute an agreement on stamped paper of Rs.100/- in case my/our tender is accepted and if I/We are asked to do so. The agreement will be executed by me/us within 7 days of the information of acceptance of rates/tender.
- ix. The conditions here in contained shall form part of and shall be taken as if they are included in the agreement to be entered into or treated as agreement itself at the discretion of the Chairman/In-charge, HRF.



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- x. I/We hereby undertake that the rates do not exceed the MRP mentioned in the items and at par as quoted to other Govt. Hospitals/Institutions etc.

SIGNATURE OF THE BIDDER WITH  
SEAL

**NOTE:**

1. Undertaking as per above must be submitted only on non-judicial stamp paper of Rs.100/- (Rs. One hundred) along with the Pre qualification-Bid in the tender.



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**ANNEXURE-II**

**UNDERTAKING**

I,.....s/o Sri..... do solemnly affirm

1. That I am the prop. /partner of M/S.....
2. That no case i.e. criminal/income tax/sales tax/ blacklisting is against the firm.
3. That no case i.e. criminal/income tax/sales tax /blacklisting case is pending against the firm, under the drug & cosmetic Act.
4. As on.....

Authorized signatory

Name:

Address:

Tel. no.:

**NOTE:**

1. Undertaking as per above must be submitted only on non-judicial stamp papers of Rs.100/- (Rs. One hundred only) in technical bid.



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**ANNEXURE -III**

**Dr. Ram Manohar Lohia Institute of Medical Sciences,**  
**Gomti Nagar, Lucknow.**

**PRE QUALIFICATION BID**  
**CHECK LIST**

NAME OF THE FIRM: \_\_\_\_\_

DUE ON: \_\_\_\_\_

Before submitting the tender, the bidder should check the following enclosures (to be submitted with pre-qualification bid).

<b>S.NO</b>	<b>PARTICULARS</b>	<b>YES</b>	<b>NO</b>
1	EMD (refundable) of Rs. 1,00,000/- (Rupees One Lac only) payable by NEFT / RTGS in favour of "Nodal Officer, Dr. RMLIMS HRF Society" payable in A/c no. 17730100777771 of Indian Overseas Bank, Vibhuti Khand, Gomti Nagar, Lucknow IFS Code: IOBA0001773 will be submitted by the bidder. The Details of Receipt/proof of the online submission of EMD must be attached along with the Technical Bid.		
2	e-tender cost (non-refundable) Rs. 5,900/- (Including @18% GST) (Rs. Five thousand nine hundred only) payable by NEFT / RTGS in favour of "Nodal Officer, Dr. RMLIMS HRF Society" payable in A/c no. 17730100777771 of Indian Overseas Bank, Vibhuti Khand, Gomti Nagar, Lucknow IFS Code: IOBA0001773 for each bidder. <b>The Details of Receipt/proof of the online submission of Tender Fees must be attached along with the Technical Bid.</b>		
3	Copy of PAN NO.		
4	GST No. & Certificate		
5	Copy of Valid Drug license issued by the state Drug controller		
6	Undertaking(As per annexure-1 & 2)		
7	Turn Over not less than Ten lac per year in last three financial years with relevant proof& certified by CA.		
8	Proof of Income Tax Return		
9	Proof of Sale Tax Return		



**Dr. Ram Manohar Lohia Institute of Medical Sciences,**  
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**Phone: 0522-4918502 & 4918504, Fax: 0522-4918506**  
**Website: [www.drrmlims.ac.in](http://www.drrmlims.ac.in), E-mail: [dr.rmlims.hrf@gmail.com](mailto:dr.rmlims.hrf@gmail.com)**

10	Copy of Balance Sheet of Financial Year (,2015-16, 2016-17, 2017-2018) or CA Certificate		
11	Sign copy of Terms and Conditions.		
12	Proof of supply (Drugs & medicines)		
13	Non Conviction Certificate issued from State Drug Control / Notarized		

Please note that failure to submit any one of the above certificates /documents shall render the tender invalid.

Signature of bidder  
Name of the bidder  
Address of the bidder

\*\*\*\*\*



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Annexure-VII

**Format of Financial Bid**

**PRICE BID FOR LOCAL PURCHASE OF ALL DRUGS & MEDICINES ITEMS IN**  
**HRF of Dr. RAM MANOHAR LOHIA INSTITUTE OF MEDICAL SCIENCES,**  
**GOMTI NAGAR, LUCKNOW.**

**1- Financial Offer:-**

Category	Description	Offered Discount in % on MRP(in figure)	Offered Discount in % on MRP(in words)
Drugs & Medicines	All Drugs & Medicines		

- 2- I have gone through the terms and conditions as laid down in the tender document. I willingly offer to supply the items demanded at the quoted/discounted rates. I hereby declare that supplied material will be GST paid if applicable. I agree to hold this offer and open for a period of one year from the date of rate contract, if awarded to me.
- 3- Offered discount in % on MRP Separately of above table.
- 4- Offered discount in percentage on MRP should be inclusive of all Taxes (GST).

(Full Signature of the bidder)

Full Name

Designation

Full Address

Phone No. (O)

(R)

Mobile

Dated:

\*\*\*\*\*