

**EASTERN RAILWAY**  
**KANCHRAPARA RAILWAY HOSPITAL**

**\*\*\*\*NOTICE\*\*\*\***

**NOTICE NO.-KS/29/III/LP/01/KPA,**

**DATED-14.03.2019**

**EXPRESSION OF INTEREST FOR EMPANELMENT OF LICENSED  
CHEMISTS/DRUG RETAILERS VENDORS FOR SUPPLY OF MEDICINES,  
SURGICAL ITEMS AND CONSUMABLES ON DAY TO DAY BASIS  
THROUGH LOCAL PURCHASE**

**PREAMBLE:**

Eastern Railway Hospital, Kanchrapara, under Kanchrapara Workshop is a 170 bedded secondary care hospital offering medical services to Railway employees and beneficiaries of Eastern Railway as well as other patients referred from other Railways, Eastern Railway Hospital, Kanchrapara caters to large number of OPD patients for whom various medicines need to be procured by local purchase from open market due to unavailability of medicine stocks. On average medicines worth Rs. 3.30 lacks (Three lacks thirty thousand) are locally purchased through retailers per month.

As per the letter under reference supply of medicines, Surgical items and consumables through local purchase on day to day basis is required to be procured from Licensed Chemists/Drug retailers through **EXPRESSION OF INTEREST**.

In this connection, an advertisement shall be published in the Local News Paper, Railway website ([www.er.indianrailway.gov.in](http://www.er.indianrailway.gov.in)) etc. Inviting application for **EXPRESSION OF INTEREST** for empanelment of Licensed Chemists/Drug retailers vendors for supply of Medicine, Surgical items and consumables on day to day basis through Local Purchase.

Expression of Interest (EOI) would be invited through sealed application from the licensed chemists /drug retailers for registration of vendors with Eastern Railway Hospital, Kanchrapara for providing the above service, offering **maximum rebate on MRP**. 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.

Documents in prescribed format (**Annexure-‘A’**) with supporting document should be dropped in the box earmarked at CMS office Kanchrapara in a sealed envelope by hand. Documents received by post/courier shall not be accepted at all. Document received after the scheduled date and time shall be rejected out rightly.

Cont. P/2

**TERM AND CONDITION:**

The **terms and conditions** for supplying the above medicines, Surgical items and consumables by successful vendors are as follows:

1. Expression of Interest (EOI) would be invited through sealed application from the licensed chemists /drug retailers for registration of vendors with Eastern Railway Hospital, Kanchrapara for providing the above service, offering **maximum rebate on MRP**. 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.
2. 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).
3. 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 provision 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.
4. Copy of valid trade license.
5. The vendor should preferably be registered at IREPS.
6. 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.
7. The Annual Turnover of the bidder in the previous three financial years should not be less than Rs.40.00 Lacks (Thirty six Lacks).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 and Form 26AS.
8. Copy of valid GST Registration certificate.
9. A copy of PAN allotted to the firm.
10. Performance certificate from the institutions (Other than Kanchrapara Railway Hospital) where the firm has been supplying medicines, surgical item and consumables should be provided.
11. Presence of proper storage and cold chain supply system in the Vendor's Establishment
12. The Chemist or his representative shall always be contactable /appropriate over phone and otherwise on all the days.
13. Award contract will be given to the retailer providing maximum rebate on MRP Contract may be awarded to more than one participant if maximum rebate on MRP offered is same.
14. Vendor should be willing to accept cashless services on billing system on monthly basis Payment will be made through NEFT on receipt of bills in triplicate along with challan copies on monthly basis.
15. The billing system should not be discontinued if payment is delayed in extraordinary circumstance due to system handicap of financial coach for sometime.

16. Once the EOI bids are received, Eastern Railway, Kanchrapara will finalize the most suitable firms as vendors after evaluation and technical scrutiny of EOIs and 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.
17. Documents in prescribed format with supporting document should be dropped in the box earmarked at CMS office Kanchrapara in a sealed envelope by hand. Documents received by post/courier shall not be accepted at all. Document received after the scheduled date and time shall be rejected out rightly.
18. All technical and commercial terms and conditions shall be decided through separate agreements on empanelment.
19. Eastern Railway Hospital, Kanchrapara reserves the right to reject any or all the Expressions of Interest without assigning any reason thereof.
20. Eastern Railway Hospital, Kanchrapara reserves the right to deal with the proposal in any manner without assigning any reasons for the same. The decision of Eastern Railway Hospital, Kanchrapara in this regard shall be final.
21. Validity of Contract: 02 years (Two Years) from the date of signing of the contract from both side.
22. Validity of rate for acceptance: 120 days.
23. In case of termination of agreement before the expiry of agreed period, one month notice is to be given by either party with reason acceptable by both the parties.
24. The vendors selected for registration shall be invited later on for submission of financial bids for branded drugs ,branded generics, vaccines, sera, Surgical items and consumables
25. Orders will be placed through Email/SMS/Whatsapp/FAX to the Supplier.
26. Order for supply against a particular item will be placed on the vendor as per rotation and periodicity fixed by CMS/KPA.
27. 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.
28. One committee will be formed comprising of 02 officers one from medical department and one from stores department, who shall recommend the list of vendors for registration. Vendors on the existing panel and any new vendors who apply for registration shall be considered by the committee. The committee shall inspect the establishment of the vendors and verify credentials before recommending any vendor for registration. Recommendation shall be put up by the convenor of the committee (Medical Officer) for consideration of a Medical officer in-charge of stores and next higher to the convenor of committee not below rank of JAG, in hierarchy.
29. After finalization of the panel of vendors, financial bids from all registered vendors shall be called. Transparent procedure for opening of financial bids, in presence of representative of medical department and accounts department shall be formulated and followed. Vendors offering maximum discount on MRP shall be considered for ordering individually.

**30. The performance of the vendors shall be assessed on the following criteria**

- a) Services will be required 24X 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). Medicines for which orders are placed before 13-00 hrs. should be supplied and delivered before 17-00 hrs. on same day to the medical store of hospital.
- d). For life saving drugs the firm has to supply within a short notice preferably within one hour of being intimated.
- e). Medicines have to be supplied through special messengers of the supplier.
- f). 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 CMS/KPA .
- g) Unclaimed medicine will be returned on monthly basis. The cost will be deducted from the next month bill accordingly.
- h) Performance register will be maintained by the store pharmacists concerned. The vendor or its representatives 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.
- i) Failure to supply in time, quantity and quality shall be recorded.
- j). Supply of substandard drugs shall be dealt as per Railway Board L/No. 2014/ RS(G)/79/13 dated: 04.06.2018.
- k). More than one firm will be empanelled for each group of item above.
- l) **Technical eligibility**: Requirement of any qualified manpower, requirement of proper storage and cold chain supply system, physical proximity to the hospital/clinic etc.
- m) **Legal eligibility**: Requirement of holding a valid license etc.
- n) **Financial capability**:- Requirement of average turnover of the firm (supported by C.A's certificate) for the last three years should be at least 30% of the average total value of retail local purchase procurement made by that Railway hospital in the same three years.

**31. 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 Indian Railway's official website -<http://www.er.indianrailway.gov.in>.

The same can also be collected from the office of the CMS/KPA up to 13:00 hrs. of 05.04.2019.

**32. Last date of submission**:- The EOI from interested providers should be dropped in the box earmarked at CMS office Kanchrapara in a sealed envelope by hand upto 13:00 hrs. of 06.04.2019. The offers will be opened on the same day at 15:00 hrs.

**33. Contact details**:- For clarification required if any, may contact ACMS/Medical Store, Kanchrapara Railway Hospital, Eastern Railway -743145 .(Mobile No-9002027533, Rly. No.-34827).

(DR. A. DAS CHOUDHURI)  
Chief Medical Superintendent.  
Eastern Railway/Kanchrapara

**Annexure - 'A'**

**FORMAT FOR EOI**

Sl. No.	Description	Information to be provided by the chemist/Medical Store.	Supporting Documents attached (Yes/No)
1.	Name of centre		
2.	Address		
3.	Distance from Eastern Railway Hospital, Kanchrapara		
4.	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).		
5.	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.		
6.	Copy of valid trade license		
7.	The chemist must not have been convicted by the State drug authorities and no case should be pending under the Drugs and Cosmetics Act and Rules. An undertaking to this effect should be provided .		
8.	The Annual Turnover of the bidder in the previous two financial years. Certificate from CA to be attached.		
9.	The chemist shop /commercial establishment should be situated within the Kolkata /Kanchrapara.		
10.	Copy of valid GST Registration certificate.		
11.	A copy of PAN allotted to the firm		
12.	Performance certificate from other institutions		
13.	Whether registered at IREPS		
14.	Name of the existing empanelled organizations/institutions if any.		

**DECLARATION**

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

Name of the authorized signatory:

Designation:

Date:

(Signature of authorized signatory)

Telephone:

SEAL