



**EASTERN RAILWAY
MEDICAL DEPARTMENT
B.R.SINGH HOSPITAL/ SEALDAH**

NOTICE

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

PREAMBLE

B.R.Singh Hospital, Sealdah, Kolkata, is a 541 bedded hospital providing medical services to all the divisions of Eastern Railway and referral cases of ECR, CLW, Metro Railway, NFR and SER and from other Zonal Railways for better treatment. This hospital caters to huge numbers of OPD patients including patients attending 14 Health Units and 4 Lock up dispensaries, various medicines need to be procured by local purchasing from open market due to nonavailability of medicine stocks. On an average medicines worth approximately Rs. 15,00,000/- are locally purchased through retailers per month.

Expression of Interest (EOI) is invited through sealed application from the licensed vendors/ drug retailers, situated within the radius of 10 Km from B.R.Singh Hospital, Sealdah, Kolkata for registration of vendors with this hospital, 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.

1. The vendor 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.
2. Copy of valid trade license.
3. The vendor should preferably be registered at IREPS.
4. The vendor must not have been convicted by the State drugs authorities and no case should be pending under the Drugs and Cosmetics Act and rules.
5. The **annual turnover** of the bidder in the previous three financial years should not be less than Fifty four lakhs rupees. 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.
6. The vendor shop/commercial establishment should be situated within Kolkata.
7. Copy of valid GST Registration certificate.

8. A copy of PAN allotted to the firm.
9. Presence of proper storage and cold chain supply system in the vendor's establishment.
10. Performance certificate from the institutions (Other than B. R. Singh Hospital, Kolkata) where the firm has been supplying medicines, surgical items and consumables should be provided.
11. The vendor/medical shop should be in existence continuously for at least last five years.(Copy of licenses held for last five years have to be submitted.)
12. The vendor or his representative shall always be contactable/approachable over phone and otherwise on all the days. Every vendor should have an official e mail ID and official contact number.
13. Award of 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. Shop 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 crunch for some time.
16. Once the EOI bids are received, B.R. Singh Hospital, Eastern Railway, Kolkata, will finalise 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 should be dropped in the box earmarked for the purpose by hand delivery only at the office of the Medical Director, B.R.Singh Hospital, Sealdah, Kolkata-700014. Documents received by post/ courier shall not be accepted at all. Document received after the scheduled date and time shall be rejected outrightly.
18. All technical and commercial terms and conditions shall be decided through separate agreements on empanelment.
19. B.R. Singh Hospital, Eastern Railway, Kolkata, reserves the right to reject any or all the Expressions of Interest without assigning any reason thereof.
20. B.R. Singh Hospital, Eastern Railway, Kolkata, reserves the right to deal with the proposal in any manner without assigning any reasons for the same. The decision of the Hospital in this regard shall be final.
21. Validity of contract: 02 (two years) from the date of signing of the contract from both the 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, anticancer drugs, vaccines and sera, surgical items and consumables.
25. Orders will be placed through email/sms/whatsapp/FAX to the supplier.
26. Performance of the vendors shall be assessed on the following criteria:
- a) Services will be required 24x7.
 - 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 should be supplied by the same name, make and salt as indented. No alternate or substitute will be accepted except with special permission of MD or in consultation of the treating doctor.
 - g) 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 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.
 - h) Failure to supply in time, quantity and quality shall be recorded.
 - i) Supply of substandard drugs shall be dealt as per Railway Board L. No. 2014/RS (G)/79/13 dated 04/06/2018.
 - j) More than one firm will be empanelled for each group of items mentioned above.
 - k) Order for supply against a particular item will be placed on the vendor as per rotation and periodically fixed by MD/ACHD(IC)/Medical Store.
 - l) 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 and schedule annexed to this document as **Annexure-A**, along with supporting documents for the information provided. EOI document with format and schedule is available for free download at Eastern railways official website <http://www.er.indianrailways.gov.in>. The same can also be collected from the Medical Store/ B.R.Singh Hospital upto 12.00 hrs of 11.05.2021.

Last date of submission:

The EOI from interested vendors will be received in sealed envelopes upto **12.00 hrs of 12.05.2021** in the office of the Medical Director, B. R. Singh Hospital, Sealdah, Kolkata – 700014. The offers will be opened on the same day at **13.30 hrs.**

Contact Details:

For clarification required if any, may contact Addl.Chief Health Director (IC)/Medical store /B.R.Singh Hospital, Sealdah, Kolkata-700014 at 9002021525.


03/5/2021
Medical Director,
B. R. Singh Hospital,
Eastern Railway
Kolkata

Annexure 'A'
FORMAT FOR EOI

Name of Centre:

Address :

Sl. no	Description of criteria	Information to be provided by the vendor	Supporting documents attached. (Yes/No)
	Essential		
1	Distance from B.R. Hospital, Sealdah, Kolkata, within 10 KM radius		
2	Copy of current valid trade license		
3	The vendor 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 Drugs and Cosmetics Act, 1940.		
4	The vendor must not have been convicted by the State drugs authorities and no case should be pending under the Drugs and Cosmetics Act and Rules. An undertaking to this effect should be provided.		
5	The Annual Turnover of the bidder in the previous two financial years. Certificate from CA and / or Form 26AS to be attached.		
6	Presence of proper storage and cold chain supply system in the vendor's establishment		
	Desirable		
1	Copy of valid GST Registration certificate		
2	A copy of PAN allotted to the firm		
3	Performance Certificate from other institutions		
4	Whether registered at IREPS?		
5	Name of the existing empanelled organizations/institutions if any		
6	The vendor/medical store shop should be in existence continuously for at least last five years.(Copy of licenses held for at last five years have to be submitted)		

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.

Signature and Name of authorized signatory:

Designation:

Seal:

Date:

Telephone: