



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

Local Purchase of Medicines, Surgical items and consumables in single stage single packet open tender as per Railway Board letter no. 2017/H/4/1/Local Purchase(E-3236402) dt. 31.07.2023

B.R.Singh Hospital, Sealdah, Kolkata, is a 525 bedded hospital providing medical services to all Railway beneficiaries with proper UMID card. Various medicines, surgical items and consumables which are not available need to be procured through Local Purchase. On an average medicines and consumables worth approximately Rs.3,78,68,623.83 per year are being procured through local purchase according to the average of last three year local purchase expenditure.

Medical Director of B.R.Singh Hospital, Eastern Railway, Sealdah invites licensed vendors/firms/ distributors to participate in single stage single packet open tender for Local purchase of medicines, surgical items and consumables through e-tender on IREPS according to following:

Terms & Conditions:

❖ **a. Service Level**

1. Empanelled vendors/firms/distributors are required to collect the Purchase request duly approved by competent authority from 12.30PM to 1.00 PM and 4.30PM to 5.00 PM.
Supply the medicine on that very day by 4.00PM and on the next working day by 12.00PM respectively.
2. In case of Saturday and half working day, Empanelled vendors/firms/distributors are required to collect the Purchase request from 12.30PM to 1.00 PM and supply the medicine on the next working day by 12.00PM.
3. Each strip/packet/bottle contains the medicine and consumable items should have a printing or stamping of "Indian Railway-Not for sale"

❖ **b. Facilities**

1. Licensed vendors/firms/distributors shop/warehouse should be situated within the radius of 20 Km preferably from B.R. Singh Hospital, Sealdah, Kolkata.
2. Documents to be uploaded related to proper cold chain facilities available in the vendors/firms/distributors establishment for temperature sensitive items and adequate qualified manpower.
3. For life saving medicines/surgical/consumables the firm has to supply within a short notice preferably within one hour of being intimated. In case of failure to supply the items, the same will be procured from retail medicine shop and the cost will be borne by the vendors/firms/distributors

❖ **c. Legal/Statutory requirements**

1. The vendors/firms/distributors must hold valid drug license, valid trade license, valid GST Registration certificate, PAN allotted to the firm and photocopies of the same to be uploaded.
2. The vendors/firms/distributors must not have been convicted by the State drugs authorities and no case should be pending under the Drugs and Cosmetics Act and rules and non conviction certificate on a non judicial stamp paper to be uploaded.

❖ **d. Financial capability-**

1. The average Annual Turnover of the vendors/firms/distributors for the last three completed financial years (FY/2022-23, FY/2023-24, FY/2024-25) prior to date of opening of tender should be equal to or more than ₹ 11,36,05,871.49.

2. Vendor should show profits in at least two out of the last three financial years. Balance sheet/Profit Loss account certified by CA.
3. Details of registration with any Government/Private/Corporate Hospitals and past experience of supply to Government/Private/Corporate Hospitals for establishing the performance/Capacity of the vendor.
4. Vendors/firms/distributors have to submit earnest money deposit(EMD) based on the annual estimated value of the rate contract i.e. Rs.3,39,343.00(refundable for unsuccessful Vendors/firms/distributors after finalisation of tender and for successful Vendors/firms/distributors after completion of contract). Micro and Small Enterprises (MSEs) as defined in MSE procurement policy issued by Department of Micro, Small and Medium Enterprises (MSME) or registered with the Central Purchase Organisation or the concerned Ministry or Department or Start ups as recognised by Department of Industrial Policy & Promotion(DIPP) shall be exempted from payment of minimum EMD detailed in the bid.

❖ e. Termination of Rate Contract-

1. Railway reserves the right to terminate the rate contract any time without assigning any reason to vendor. However competent authority (of the level of tender accepting authority) shall give speaking orders with reasons to be recorded for such actions. In case of termination of agreement before the expiry of agreed period, one month notice is to be given by vendors/firms/distributors with proper satisfactory justifications accepted by the competent authority.
2. The Consignee shall have the right to ask the vendor to show the purchase bill for the medicine/other items to ensure genuineness of the items being supplied.
3. Railway reserves the right to send the medicine/other items supplied in LP to be tested by Govt. and other approved testing laboratories and if required to inform Drug Controller for suitable action.
4. The offer of given discount on MRP will be valid for the entire period of validity of rate contract including the extended period if any.
5. Vendors/firms/distributors shall indemnify the Railway administration for any loss or liabilities arising due to defective /Sub-standard/supplies by the vendors/firms/distributors.
6. Packaging and delivery requirements :Standard packaging norms based upon the medicines/surgical/ consumables requirement shall be followed as per extant practice. Vendors/firms/distributors representative should be Contactable/approachable Over Phone/ E.mail/Whatsapp for immediate supply in accordance with the local requirements..

❖ f. Operation of Rate Contract-

1. Validity of contract: 02 (two years) from the date of signing of the contract from both the sides. Under exceptional circumstances, to maintain the continuity of supply, period of rate contract can be extended for a period maximum upto three months at a time with the approval of MD/BRSH and concurrence of associate finance. Total extension shall not be more than six months.
2. Vendors/firms/distributors offering maximum discount on MRP shall be considered for rate contract ,individually for each categories mentioned. If rate contract is to be entered with more than one vendor, discount offered by L1 should be counter offer to others selected suitable higher bidders i.e. L2,L3 (as applicable) for acceptance. In case of two vendors, distribution of orders(Value wise) should be in the ration of 70:30 on monthly basis. In case of three vendors, distribution of orders(Value wise) should be in the ration of 60:25:15 on monthly basis. Suitable mechanism will be worked out to implement this.
3. Medicines /other items should be supplied by the same quality /brand etc as mentioned in the supply order. No alternate or substitute will be accepted. However, in case there is no option, the indenting officer will obtain permission from Hospital In Charge for accepting any alternative medicine or item in consultation of the treating doctor.
4. If Vendors/firms/distributors fail to supply as per the supply order placed as per contract conditions of rate contract, that particular item shall be procured from the next vendor/firm/distributor due for the next supply order as per criteria and periodicity policy already decided by the competent authority and the failure will be recorded in Performance register against the defaulting vendor/firm/distributor.

Payment procedure:-

1. Vendors/firms/distributors 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.
2. The Vendors/firms/distributors representative while making deliveries shall sign (with date and time) on receipted challan and duly signed by dealing Pharmacist.
3. On the basis of receipt challan, three copies of invoice to be submitted for payment procedure.

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16/10/25

(Dr. Chaitali Patra)
Sr.DMO/IC/Medical Store/BRSH
E-Mail :chaitali.patra025@gmail.com

16/X/2025

(Dr. Sandip Kumar Paria)
Sr.DMO/Medical Store/BRSH
Committee Member (Medical)
E-Mail:paria.sandip@rediffmail.com

16/10/25

MD/BRSH:

चिकित्सा निदेशक
बी.आर.सिंह हास्पताल/पूर्व रेलवे/सियालदह
MEDICAL DIRECTOR
BRSH / ER / SDAH