

NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
Mahatma Gandhi Avenue, Durgapur 713209
West Bengal, India
Website: www.nitdgp.ac.in
Contact Number: 0343 2752100

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1. Sub: Tender for Engagement of 24x7 pharmacy

Sealed tenders under two cover system (i.e. Technical & Financial) are invited by the National Institute of Technology Durgapur (NITD) for engagement of Pharmacy services initially for the Financial Year 2020-2021 which may be renewed up-to (3) three years on yearly basis subject to satisfactory performance.

The tender document with complete details of tender including experience required, scope of work and terms and conditions can be downloaded from the website www.nitdgp.ac.in (Link: <https://nitdgp.ac.in/tenders>). The tender submission fee of **Rs. 2,000 (Rupees Two Thousand only)** must be submitted in the form of Demand Draft drawn in favour of **NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR** payable at **DURGAPUR** along with the tender documents. The last date for submission of Sealed tender is **26.02.2020 (16:00Hrs.)** The technical Bids will be opened on **27.02.2020 (10.00Hrs.)**.

Tenders received without tender submission fee shall be summarily rejected. Also, late and delayed tenders shall be summarily rejected.

TWO BID SYSTEM shall be followed for this tender. The Bidder should take due care to submit the tender in accordance with requirement in sealed covers. Bid Evaluation Criteria shall constitute the basis for evaluation of tenders. NITD desires to finalize this tender with in a limited time schedule. NITD will not entertain any modification subsequent to opening of bids and bids not conforming to tender conditions shall be liable to be rejected. Therefore, bidders are advised to submit their bids complete in all respects as per requirement of tender document specifying their acceptance to all the clauses of Bid Evaluation Criteria, General terms and conditions and compliance to the Scope of Work requirement, etc.

Date: 06/02/2020

Registrar

2. Tender Data Sheet

2. Tender Data Sheet	
Name of Organization	National Institute of Technology Durgapur
Tender Number:	NITD/Pharmacy/2020-2021/01
Tender Type (Open/Limited/EOI/Auction/Single)	EOI
Tender Category (Services/Goods/Works)	Services
Type / Form of Contract (Work / Supply / Auction / Service / Buy / Empanelment / Sell)	Service
Source of Fund (Institute/Project)	Institute
Is Multi Currency Allowed	NO
Tender Documents	Tender Documents can be downloaded from the website www.nitdgp.ac.in
Date of Issue/Publishing	03.02.2020 (16.00 Hrs.)
Document Download/Sale Start Date	03.02.2020 (16.00 Hrs.)
Bid Submission Start Date	03.02.2020 (16.00 Hrs.)
Document Download/Sale End Date	26.02.2020(12.00 Hrs.)
Date for Pre-Bid Conference	18.02.2020 (16.00Hrs)
Venue of Pre-Bid Conference	S.N. Roy Memorial Building
Last Date and Time for submission of Bids	26.02.2020(16.00 Hrs.)
Date and Time of Opening of Technical Bids	27.02.2020(10.00Hrs.)
Tender Fee	Rs. 2000/- by way of Demand Draft in the name of National Institute of Technology Durgapur , payable at Durgapur .
EMD	Earnest money of Rs.50,000.00 (Rupees Fifty Thousand only) to be deposited along with the Tender Documents in the form of Demand Draft favouring National Institute of Technology Durgapur , payable at Durgapur . Earnest money is refundable.
Address for Communication	Joint Registrar (Establishment) National Institute of Technology Durgapur Durgapur-713209, West Bengal.
Contact No.	0343-2752100
Email Address	drest@admin.nitdgp.ac.in

3. Terms of Reference

3. Background

1

The National Institute of Technology Durgapur (NITD) was established in May 1960 in Durgapur, in the eastern part of India and has been recognized as an Institute of National Importance by an Act of Parliament called The National Institute of Technology Act 1961 vide Gazette Notification dated 20th December 1961.

At present Institute have around 43 Departments / Centres / Schools / Sections. The Institute is Currently having more than 5,000 students, 215 plus Faculty Members and 139 non-teaching staff and their family-members are residing inside the campus.

NIT Durgapur has a Medical Unit which is situated inside the campus to cater the need of day-to-day medical needs of the campus.

3. Scope of Work

2

Sl	Description
1	Medicine should be supplied by 24x7 pharmacy to present employees, students and pensioners on cashless basis like present day practice of Medical Unit's Pharmacy.
2	Students' outdoor treatment under insurance claim may be tagged with 24x7 pharmacy for cashless medicines.
3	List of regular and emergency medicines to be made available in 24x7 pharmacy.
4	Medical Unit will issue indent and 24x7 pharmacy shall issue medicines.
5	Services of 24x7 pharmacy will be restricted only for NIT Durgapur
6	Any other relevant issues.
7	Trained Pharmacist should be deputed round the clock by the firm.

3. Duration of Contract

3

The firm will be required to provide the desired services initially for a period of one year i.e. for the FY 2020-2021, which may be renewed up to three (3) years on yearly basis subject to satisfactory performance. Notwithstanding anything contained herein above, the Institute reserves the right to discontinue the services of firm with one month's notice in the event their services are evaluated as unsatisfactory.

3. Duration of Contract

4

Payment shall be made against the services provided by the firm as per the nature of work, subject to the following terms and conditions:

1. Payment during the entire contract period shall be made in accordance with the financial bid submitted by the selected bidder and accepted by the Institute. No price variation would be allowed during the contract period.
2. Any increase in service tax rates during the contract period will be borne by the Institute.
3. TDS under Income tax will be deducted at applicable rates.
4. The Institute reserves the right to deduct any amount from the bill as may be considered reasonable for unsatisfactory services or delay in providing of services. The decision of the Institute will be the final in this regard.
5. The Service Provider will raise the quarterly bills in duplicate on submission of the quarterly Internal Audit Report to the Institute.

3. Performance Security

The successful bidder will be required to deposit 10% of the bid amount towards Performance Security in the form of Demand Draft in the name of **Registrar, National Institute of Technology Durgapur**, payable at **Durgapur** or in the form of bank guarantee from any scheduled bank with acceptance of the offer letter. No interest will be paid on the Performance Security by the Institute.

3.6 Validity of Price

The price should be valid for 90 days from the date of opening of Price Bids.

3.7 Acceptance of Bids and Withdrawals

The right of acceptance of the tender is entirely vested with the Director, NIT Durgapur who reserves the right to accept or reject any of the tenders in full or in part without assigning any reason whatsoever. There is no obligation on the part of NIT Durgapur to communicate with rejected bidders. After acceptance of the tender, the bidder shall have no right to withdraw his tender. The tender acceptance authority may also reject all the tenders for reasons such as change in scope of work, lack of anticipated financial resources, court orders, accident, calamities etc. and other unforeseen circumstances.

4. Submission of Tender

4.1 Submission of Tender

The interested firms meeting the pre-qualification criteria are required to submit their Tenders in sealed envelopes. The Tender should contain the following documents:

- i) **Prequalification-cum-technical bid in Annexure-A (Page No.: 11)** along with all supporting documents and Earnest Money Deposit (EMD) of **Rs. 50,000/- (Rupees Fifty Thousand only)** in the form of Demand Draft as mentioned in the BID-DATA SHEET (Page No. 04) and Tender Fee for **Rs.**

- 2000/- (Rupees Two Thousand only)** in the form of Demand draft as mentioned in the BID-DATA SHEET (Page No. 04) should be kept in a separate envelope super-scribed **“TECHNICAL BID”**.
- ii) Financial Bid in **Annexure- B** should be kept in a separate envelope super-scribed **“FINANCIAL BID”**

All the pages of the Tender document including the annexes and copy of certificates/document should be signed by the authorized person of the Firm along with seal of the firm. Both Technical Bid and Financial Bid envelopes should be kept in a separate envelope. The envelope should be super-scribed:

“TENDER FOR ENGAGEMENT OF FOR NIT DURGAPUR”.

Submitted by: (Name, Address, E-mail and Telephone Number of the Firm)

Submitted To: **The Joint Registrar (Establishment)**

**National Institute of Technology, Durgapur
Durgapur 713209, District: Paschim Bardhaman
West Bengal, India**

The Applicant can submit the Tender by Registered Post/Speed Post/Courier or submit the same in person, so as to reach the designated address by the time and date stipulated. No delay in the submission of the Tender for any reason will be entertained. Any Tender received by the Institute after the deadline shall not be accepted.

4.2 Tender Submission Fees and Earnest Money Deposit

Tender Submission fee is **Rs.2000/- (Rupees Two Thousand only)**. The Tender document can be downloaded from the website of the Institute i.e. www.nitdgp.ac.in. The tender fee should be paid by way of demand draft in favour of **National Institute of Technology Durgapur**, payable at **Durgapur**. The Demand Draft should be submitted along with the technical bid.

Earnest Money Deposit of **Rs.50,000/- (Rupees Fifty Thousand only)** byway of Demand draft in favour of **National Institute of Technology Durgapur**, payable at **Durgapur** should be submitted along with the bid. The EMD amount will be returned to unsuccessful firm sifter finalization of the bid. In respect of the successful bidder the EMD will be returned after acceptance of the offer letter along with the performance security. No interest will be paid on the Earnest Money Deposit.

4.3 Pre-Bid Meeting

The Pre-bid will be held as per the following schedule:

Date: 18.02.2020

Time: 16.00 Hrs.

Venue: S.N. Ray Memorial Building

Interested firms may attend the said meeting.

4.4 Last Date of Submission of Tender

Last date of submission of the Tender is 26.02.2020 (16.00 Hrs.)

4.5 Date of Opening of Tender

The Tender will be opened for technical evaluation on 27.02.2020 (10.00 Hrs.) in

the Meeting Room of the S.N. Ray Memorial Building. The authorized representatives must carry authorization letter to attend the bid opening. The date of opening of financial bids will be communicated later.

4.6 Evaluation of Bids

4.6.1 Evaluation of Technical Proposal

The Tender will be evaluated by Tender Evaluation Committee constituted by the Competent Authority, NIT Durgapur. The detailed evaluation method for Prequalification-cum-Technical and Financial Bids is specified below. The Technical and Financial bid will be given weightage of 70 and 30 respectively.

Technical bids of the firms, which meet the prequalification criteria and secure Minimum of 70% of total technical score of 70 shall be taken up for financial evaluation. In case of non-fulfilment of any pre-qualification criteria, technical bid of the respective bidder shall be rejected. The Financial bids of those firms will be opened who have secured at least 49 marks out of 70 marks in the Technical Bids will be taken into consideration for awarding contract.

Sl.	Particulars	
1	Experience of the Firm	
	a)	Firm's Existence in years
		10 Years -12 years
		> 12 Years -15 years
		> 15 Years
	b)	Average Annual Income of the Firm (in the last 3 financial years) ended on 31st March 2018
		Rs 200 Lakhs to Rs.300 Lakhs
		> Rs.300 Lakhs and up to Rs. 500 Lakhs
		Above Rs. 500 Lakh
	c)	Experience of running pharmacy of at least 3 (three) Educational Institution/ PSU/ Govt. Organization during last five (5) years
		4 marks for each organization subject to maximum of 30 (within a period of preceding 5 years i.e. Ending the Financial year 2017-18
	d)	Experience of handling similar work in Central funded Educational Institutes / Other Educational Institutions / PSUs, Government Organizations / Institution during last five (5) years
		Sub-Total of 1
2	Score on Financial Proposal	
3	Combined Score (1+2)	

4.6. Evaluation of Financial Proposal

2

The lowest evaluated financial proposal will be given maximum score of 30. The score of other firms would be calculated as per the formula:

F (Other than lowest bidder) = (Price Quoted by Lowest Bidder/ Price Quoted by the bidder) X 30

Final Price to be used for Financial Bid evaluation of the technically qualified bidder will be for the Financial Year 2020-2021 and all applicable Taxes.

4.6. Award of Contract

3

The composite score of Technical and Financial evaluation will be taken for final computation. Evaluation will be performed assuming that the contract will be awarded to the bidder whose composite evaluated score stands highest and eligible for contract award, and found to be qualified to perform the contract.

In the event of Composite Evaluated Score being same for two or more firms, the firm who quoted the lowest amongst them will be eligible for contract. In case financial bid being same, the marks secured by the firm with experience in handling Internal Audit shall be taken into account.

4. Settlement of Disputes

7

It is incumbent upon the bidder to avoid litigation and disputes during the tenure of the contract. However, if such disputes take place between the parties, efforts shall be made to settle at the level of NIT Durgapur through mutual discussion. The Bidder shall make request in writing to the Director for settlement of any dispute within 30 (thirty) days of arising of the cause of dispute failing which no disputes/claims shall be entertained by NIT, Durgapur. The decision of the Director, NIT, and Durgapur will be final and binding on the parties. If differences still persist, the settlement of the dispute may be sought under the jurisdiction of the Durgapur Court.

4. Jurisdiction

8

The Durgapur Court in the State of West Bengal will have the jurisdiction to deal with and decide any legal matters or disputes what-so-ever arising out of this contract.

Annexure-A

5. PRE-QUALIFICATION-CUM-TECHNICAL BID

Sl. No.	Criterion	Firm's Strength & Capacity	
1.	The firm should be based at West Bengal/Kolkata or have a branch at Kolkata <i>(Submit supporting document regarding address)</i>	Name of the Firm	
		Address of the Firm	
		Address of Branch at Kolkata	
		Name and address of the authorized Official	
		Telephone No. Mobile : E-mail :	

2.	The Pharmacy should be registered with the of India. They must have Income Tax Permanent Account Number (PAN) and Service Tax Registration	If registered then mention Registration Number	
		PAN of the firm	
		Service Tax Registration No.	

3.	The firm should be empanelled (Provide registration certificate)	Empanelled with	Yes/No.:
4.	The firm should be in operation for at least 10 years after its Registration	Year of Registration/	
		Nos. of years in operation	

7.	Average Annual Income of the firm for the last 3 (three) years ending on 31 st March, 2019 must be equal to or greater than Rs.200 Lakhs. [Provide copies of the Audited Financial Statements for all the 3 (Three) years up to 31st March,2019 along with a Certified in A-1 proforma as per annexure]	Average Annual Income (i.e. of the Pharmacy in last 3 (three) years ending on 31 st March, 2019) Rs.....(in figure) Rs. (in words)
8.	The firm should have experience in, of at least 3 (three) Educational Institution/PSU/ Govt. Organization during preceding five (5) years ending the financial year 2018-19. (Details to be provided in proforma A-2 Attach copies of work order/ works completion as evidence)	Nos. of IISERs, IIT, IIM, NITs and Central funded Universities where similar Service was provided during preceding five (5) years ending the financial year 2018-19. Nos. (in works)..... Nos. (in figure).....

9.	Whether similar services as mentioned in Sl.No.7 provided to the Govt. Educational Institutes/ Other Educational Institution/ PSU/ Govt. organization Institution during preceding five (5) years ending the financial year 2018-19.	Nos. of other Govt. Educational Institution/PSU/Other Educational Institution where similar service was provided during preceding five (5) years ending the financial year 2018-19 Nos. (in words) Nos. (in figures)
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SEAL:

Signature

:

Date:

Name & Designation

:

6. Proforma to Annexure-A

PROFORMA : A-1

Details of Firm' s Professional Income **[Gross Professional Fees earned]**

Particular	Financial Year 2016-17	Financial Year 2017-18	Financial Year 2018-19	Average Annual Income
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Annual Income* (in Lakhs)				
----------------------------------	--	--	--	--

* Furnish the Audited Accounts of the Firm along with copy of the acknowledgement of Income Tax return for the all 3 (three) years

SEAL:

Signature

:

Date:

Name & Designation

:

PROFORMA : A-2

Details of Firm's Experience of Similar Services in ISERs, IIMs ,NITs and Central funded Universities.
[during preceding (5) years ending the financial year 2018-19].

Sl. No	Name of the Project	Duration of the Project [Start date / End date]	Name of the Client	Nature of the Assignments & services provided (Please specify whether the work involved Internal Audit)	Nature of the Supporting Documents provided
1.					
2.					
3.					
4.					
5.					

* Furnish the copy of the documentary evidence in support of the information provided above. If require, add/append a page in this format

SEAL:

Signature

: _____

Date:

Name &

Designation : _____

PROFORMA: A-3

Details of Firm's Experience of Similar Services in Other Educational Institution /PSU/Govt. Organization [during preceding (5) years ending the financial year 2018-19].

Sl. No	Name of the Project	Duration of the Project [Start date / End date]	Name of the Organization Institution	Nature of the Assignments (PI specify whether	Nature of the Supporting Documents
1.					
2.					
3.					
4.					
5.					

* Furnish the copy of the documentary evidence in support of the information provided above. If require, add/append a page in this format

SEAL:

:

Signature

Date:

:

Name & Designation

PROFORMA:
A-4

Details of Firm' s Partners, of Name Registration Nos.

SI . N	Name of the Member	Designation	Membership No.	Status (FCA/ACA)	Remarks
1.					
2.					
3.					
4.					
5.					

* ***Furnish the copy of the documentary evidence in support of the information provided above. If require, add/append a page in this format***

SEAL:

:

Signature

Date:

:

Name & Designation

ANNEXURE- B

7. FINANCIAL BID

DESCRIPTION	PERCENTAGE OF DISCOUNT/LESS/ REBATE OFFERED ON PRINTED MAXIMUM RETAIL PRICE (MRP) FROM REPUTED PHARMACUTICAL COMPANY
<i>Engagement of 24X7 Pharmacy for NIT Durgapur's Campus</i>	% (Please indicate Percentage both in Figures and Words)

**** The quoted fee should be inclusive of Professional Fee, Travelling, Food and Other Expenses.**

N.B.: (i) *Statutory Changes in Service tax rate if any shall be borne by the Institute. Deductions shall be made by the Institute as per statutory rates & norms wherever applicable*
(ii) *Service Tax will be applicable as per rule.*

We undertake that the rates quoted above by us will not change during the Contract period and accept the payment schedule as described in the appropriate column.

SEAL:

:

Signature

Date:

:

Name & Designation

ANNEXURE – C

COMPLIANCE SHEET

Sl.	Description	YES/NO
01	Medicine should be supplied by 24x7 pharmacy to present employee, students and pensioners on cashless basis like present day practice of Medical Unit's Pharmacy.	
02	Students' outdoor treatment under Insurance claim may be tagged with 24x7 pharmacy for cashless medicines.	
03	List of regular and emergency medicines to be made available in 24x7 pharmacy.	
04	Medical Unit will issue indent and 24x7 pharmacy shall issue medicines.	
05	Services of 24x7 pharmacy will be restricted only for NIT, Durgapur	
06	Any other relevant issues.	

I have also enclosed all relevant documents in support of my claims, (as above) in the following pages.

Signature of Bidder with date

Name:

Designation:

Organization Name:

Contact No. :

E-mail Id:

ANNEXURE- D

<<Organization Letter Head>>

DECLARATION SHEET

We, _____ hereby certify that all the information and data furnished by our organization with regard to this tender specification are true and complete to the best of our knowledge. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

The prices quoted in the financial bids are subsidized due to academic discount given to NIT Durgapur.

We, further specifically certify that our organization has not been Black Listed/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years.	NAME & ADDRESS OF THE Vendor/ Manufacturer / Agent
Phone No.:	
Fax	
E-mail	
Contact Person Name	
Mobile Number	
TIN Number	
PAN Number	
(In case of on-line payment of Tender Fees) UTR No. (For Tender Fee)	
(In case of on-line payment of EMD) UTR No. (For EMD)	

(Signature of the Bidder with date)

Name:

Seal of the Company