

Fax: +91-40-27900115

Email:adcghshyd@nic.in



Government of India  
Ministry of Health and Family Welfare  
Directorate General of CGHS  
O/o of the Additional Director, CGHS.  
Begumpet, Hyderabad-500 016.  
Tel:+91-40-27902316, Web: [www.cghs.nic.in](http://www.cghs.nic.in)



**E-TENDER NOTICE FOR EMPANELMENT OF AUTHORIZED LOCAL CHEMISTS  
FOR CGHS WELLNESS CENTRE RAJAHMUNDRY UNDER CGHS HYDERABAD(FY 2021-2024)**


**Open Tender Notice No. F. NO. CGHS/HYD/ADMN/ALC/2021-24/RJY**

On-line bids are invited from reputed Local Chemists with shops located in Rajahmundry for supply of Allopathic medicines to Wellness Center Rajahmundry located at Rajahmundry under Central Government Health Scheme Hyderabad, Ministry of Health & Family Welfare, Government of India. The name of the Wellness Center and its location along with the details of Bid Security Declaration declaration are mentioned in the e-tender document. Bidders are advised to refer to the e-tender published online at CPP portal. The chemist shop should be located in Rajahmundry.

The tender document can be downloaded free of cost from the CPP portal <https://eprocure.gov.in/eprocure/app> using Tender ID: 2021\_DGHS\_653509\_1

The Additional Director CGHS, Hyderabad reserves the right to reject all /any application received from the Chemists without assigning any reason.



  
Addl. Director,  
CGHS Hyderabad

(Tender Inviting Authority):-  
Addl. Director  
CGHS, HYDERABAD.

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Open Tender Notice No. F. NO. CGHS/HYD/ADMN/ALC/2021-24/RJY

**E-TENDER DOCUMENT FOR EMPANELMENT OF AUTHORIZED LOCAL CHEMISTS, CGHS WELLNESS CENTRE RAJAHMUNDRY, UNDER CGHS HYDERABAD FOR THE PERIOD 2021-24**

The Central Government Health Scheme (CGHS) is providing comprehensive medical care facilities to the Central Government employees and pensioners and certain other categories of persons covered under the Scheme. As part of this Scheme, the beneficiaries are entitled to medical consultation and supply of medicines and drugs from the CGHS Wellness Centers. CGHS aspires to ensure timely supply of medicines / drugs to its beneficiaries. With this objective, the Additional Director, CGHS Hyderabad for & on behalf of the President of India, invites tenders from the eligible local chemists with shops located in Rajahmundry for supply of on-line indented Allopathic medicines / drugs to the CGHS Wellness Center Rajahmundry through e-tender.

## CRITICAL DATE SHEET

Tender No.	TenderID: 2021_DGHS_653509_1  <b>Open Tender Notice No. F. NO. CGHS/HYD/ADMN/ALC/2021-24/RJY</b>
Name of Organization	CENTRAL GOVT HEALTH SCHEME, HYDERABAD
Date of Issue/Publishing	20/10/2021 (13.30 Hrs)
Document Download Start Date	20/10/2021 (15.30 Hrs)
Document Download End Date	09/11/2021 (11.00 Hrs)
Clarification Start Date	20/10/2021 (15.30 Hrs)
Clarification End Date	25/10/2021 (16.00 Hrs)
<b>Date for Pre-Bid Conference</b>	<b>20/10/2021 (12.00 PM )</b>
Venue of Pre-Bid Conference	Virtual meeting through online will be arranged on 25/10/2021 03.00 PM. Interested bidders may communicate with O/o of the Additional Director, CGHS., Hyderabad by mail to <b>Email:adcghshyd@nic.in</b> mentioning about their Gmail account details on or before 24/10/2021 17.30 hrs
Bid Submission Start Date	25/10/2021 (17.00 Hrs)
<b>Last Date and Time for Uploading of Bids</b>	<b>09/11/2021 (15.00 Hrs)</b>
Date and Time of Opening of Technical Bids	10/11/2021 (15.30 Hrs)
Address for Communication	O/o of the Additional Director, CGHS. Begumpet, Hyderabad-500 016, 040-27902316 Website: <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>  Email:adcghshyd@nic.in

### **Instructions for Online Bid Submission:**

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <https://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:

<https://eprocure.gov.in/eprocure/app>

### **REGISTRATION:**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their userID / password and the password of the DSC / eToken.

### **SEARCHING FOR TENDER DOCUMENTS:**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

#### **PREPARATION OF BIDS:**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of on-line packets in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

#### **SUBMISSION OF BIDS:**

- 1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid well in time i.e. before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents as indicated in the tender document in the designated packets on the CPP portal.
- 3) **No EMD** need to be submitted either online/offline as per latest guidelines issued by Government of India OM No F.9/4/2020-PPD Ministry of Finance Department of Expenditure Dated 12/11/2020.
- 4) Bidder should submit a **“Bid Security Declaration”** instead of EMD in a given format as per Annexure A1 failing which entire uploaded bid will be rejected.
- 5) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the

BoQ file, open it and complete the blue coloured (unprotected) cells with their respective financial quotes and other details (such as **name and address** of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS:**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. **The 24 x 7 Help Desk Number is 0120-4200462, 0120-4001002.**

**SECTION – I**

**1. SCOPE OF WORK**

The empanelled chemist to be known as Authorized Local Chemist (ALC) will supply the Allopathic medicines / drugs at the agreed uniform rate of discount on MRP (inclusive of all taxes) in the stipulated time against the indents issued by the CGHS Wellness Centre (WC) to which the chemist is attached.

**2. ELIGIBILITY**

**CRITERIA ESTABLISHING ELIGIBILITY OF BIDDERS AND DOCUMENTS TO BE UPLOADED ON THE CPP PORTAL IN PROOF THEREOF:-**

S NO	ELIGIBILITY OF BIDDERS	DOCUMENTS TO BE SCANNED AND UPLOADED AS PDF DOCUMENTS AGAINST TENDER ID 2021_DGHS_653509_1 ON CPP PORTAL TO ESTABLISH ELIGIBILITY: (Please note: 1. All documents are to be <b>self-attested by authorized signatory</b> before being scanned and <b>uploaded as clear and legible pdf documents (Technical Bid)</b> . 2. It is mandatory to upload all documents mentioned below. Failure to do so will make the bid liable for rejection. In case a document mentioned in the list below, does not pertain to a bidder, then an explanatory letter from the bidder stating the reason for not uploading the document along with supporting relevant Govt. orders (if applicable), is to be uploaded with the rest of the bid documents. Additional Director CGHS, Hyderabad will have the sole discretion to accept or reject the explanation by the bidder. 3. The bid documents should be uploaded in the correct packets as seen on CPP portal on opening the 'Technical cover'. 4. A person signing the Bid form or any documents forming part of the bid on behalf of another, shall be deemed under warranty that he has authority to bind with his acts such other person. If on enquiry, it appears that the person so signing has no authority to do so, CGHS, without prejudice to other Civil and Criminal remedies can cancel the contract and hold the signatory responsible for all costs and conveyances arising there from.
1.	Bid Security Declaration	<b>The bidder can opt for one Wellness Centre at Rajahmundry under CGHS Hyderabad, mentioned in Annexure D.</b>

		<p>Bidder should submit a <b>“Bid Security Declaration”</b> instead of EMD in a given format as per Annexure A1 failing which entire uploaded bid will be rejected. The Bid Security Declaration (Original) has to be submitted by a bidder in a single sealed envelope addressed to Additional Director CGHS, Hyderabad superscribed <b>“Bid Security Declaration for ALC empanelment Tender ID NO 2021_DGHS_653509_1</b> along with:</p> <ol style="list-style-type: none"> <li>1. copy of cancelled cheque,</li> <li>2. Annexure C (Declaration of bidder) in original</li> <li>3. Duly filled mandate form for ECS as per Annexure E in original</li> <li>4. Vendor details form as per Annexure F in original</li> </ol> <p><b>A copy of all the above documents should also be uploaded on the CPP portal.</b></p>
2	<p>Individual signing the Bid and other documents must specify whether s/he signs as:</p> <ol style="list-style-type: none"> <li>i. A sole proprietor of the firm, or constituted attorney of such proprietor.</li> <li>ii. A partner of the firm, if it is a partnership firm and in this case he must have a clear legal authority to sign, answer and admit to refer disputes to arbitration.</li> <li>iii. Constituted Attorney/Authorized Signatory, if it is company.</li> </ol>	<ol style="list-style-type: none"> <li>1. In case of proprietor an affidavit to the effect that he is the proprietor/ power of attorney by the proprietor in favour of the person signing the bid if such a power has been conferred upon the person.</li> <li>2. In case of (ii) a copy of the Partnership Deed, General Power of Attorney, duly attested by a notary public and an affidavit to the effect that all the partners admit execution of the partnership and the General Power of Attorney be uploaded.</li> <li>3. In case of partnership firm, where no authority to refer disputes concerning the business or the partnership has been conferred on any such partner, the Bid and all other related documents must be signed by every partner of the firm.</li> <li>4. In case of Company, Memorandum of Association and Board Resolution specifying the Constituted Attorney/Authorized Signatory, may be attached.</li> </ol>
3	<p>The chemist shop should be registered in Rajahmundry under Shops and Establishment Act/ Indian Partnership Act 1932 / Companies Act 1956 and should be in existence continuously for at least last two financial years (from</p>	<p>Copy of:</p> <p>(a) Registration Certificate issued by Rajahmundry Municipal Corporation under Shops and Establishment Act/ Indian Partnership Act 1932 / Companies Act 1956 with name and complete postal address of the shop located at Rajahmundry</p> <p>(b) The relevant ownership deeds along with full details of ownership and control of each member thereof. e.g. Proprietorship/ Partnership Deed/Memorandum or Articles of Association for company</p>



	1/4/2019 onwards ).	
4	The bidder must understand and agree to the terms and conditions of bid	Scanned copy of Tender Acceptance letter as per Annexure G duly signed <b>by the authorized signatory</b> should be uploaded. The name of bidder, complete postal address, telephone and mobile number, fax and e-mail should be mentioned in the tender acceptance letter.
5	The bidder can bid for WC in the city as mentioned in Annexure D.	The names of the WC opted by the bidder should be typed in Annexure C and submitted as duly signed hard copy along with Bid Security Declaration (details at Point 1 of eligibility criteria). This will also be uploaded in the specified packet on CPP portal.
6	A bidder / chemist can submit tender for Wellness Center (WC) in the city.	Bidder should submit a " <b>Bid Security Declaration</b> " instead of EMD in a given format as per Annexure A1
7	Annual turnover of the bidder should be more than Rs 30 Lakhs (Rupees Thirty Lakhs) in the financial year 2019-20. Chemists/Commercial Establishments having multiple outlets & whose turnover is clubbed for accounting purpose will be allowed to participate in the tender. Their turnover will be taken as combined for all the outlets & not shop/retail outlet wise	(a) The bidder has to submit an Audited Balance Sheet with Profit and Loss statement in <b>Form 3CA/3CB and 3CD</b> of the financial year 2019-20 in support thereof. (b) <b>Turnover certificate from chartered accountant in addition to audited balance sheet should be uploaded by bidder to authenticate the bidder's turnover.</b>
8	The chemist must hold a valid license issued by Drug Controller Authority of the State for running the chemist shop. The successful Bidder will further ensure that their Licenses remain valid till the end of the contract period.	(a) Drug License issued by Drug Controller Andhrapradesh in Form 20 & 21, and 21- C (for continuance of retail i.e. Form 20 and 21 if required), under the Provisions of Drugs and Cosmetics Act 1940 and subsequent amendments, <b>valid as on the date of submission of Bid and also on the date of Bid opening.</b> (b) In case the Bidder has applied for renewal of his Drug License (application should be at least within last 1 month of expiry of his Licenses(s)), copy of receipt of Renewal application with State Drug Licensing authority needs to be uploaded.
9	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 against him	Non- conviction Certificate from the State Drug Controller or any other officer in the city delegated the powers by it to sign the Drug Licences & Non- Conviction Certificate. No other document including an affidavit /undertaking will be considered for this purpose. The Non Conviction Certificate should not be dated more than 6 month to date of publishing of tender ( it should be after 14-4-2021)

<u>10.</u>	The bidder should be regularly paying his GST	Supporting documents should be uploaded by the bidder ( last 3 month's GST receipts)
<u>11</u>	The bidder should have Goods and Services Tax Identification Number (GSTIN)	Copy of GSTIN Registration having 15 digit alphanumeric GSTIN Registration Number/provisionally issued GSTIN is to be uploaded.
<u>12</u>	The bidder should be regularly filing his Income Tax	(a) Copy of PAN card (b) Copy of ITR of the bidder of financial year 2019-20 ( Assessment year 2020-21)
<u>13</u>	The bidder should not be currently debarred by any Government organization or by CGHS. The Supplier's contract should not have been terminated by CGHS in the last three years	An affidavit in Annexure C on non judicial stamp paper should be uploaded by the bidder stating that : (a) The supplier is not currently debarred by any Government organization including CGHS. (b) The supplier was not empanelled earlier by CGHS and that if empanelled earlier, then the supplier's contract was not terminated by CGHS in the preceding three years.

**All documents should be submitted online only.**

**3. COST OF BIDDING**

Prospective bidder Chemist shall bear all the costs associated with the preparation and submission of the e-bid. CGHS in no case will be responsible or liable for these costs regardless of conduct or outcome of the Tender process.

**4. PRE BID MEETING**

- 4.1 A pre-bid meeting open to all prospective bidders will be held as per **Bidding Schedule** in the office of the Additional Director, CGHS, Hyderabad. The prospective bidders will have an opportunity to obtain further information and clarifications regarding work and the tender terms & conditions. A virtual meeting through online will be arranged on 25/10/2021 03.00 PM. Interested bidders may communicate with O/o of the Additional Director, CGHS., Hyderabad by mail to **Email:adcghshyd@nic.in** mentioning about their Gmail account details on or before 24/10/2021 16.30 hrs
- 4.2 The clarifications given will be common and applicable to all. No individual correspondence shall be entertained by CGHS thereafter with the prospective bidders/ their representatives.

**Signature Not Verified**

Digitally signed by UDAY CHANDRA  
GANGASANI  
Date: 2021.10.20 14:50:41 IST  
Location: eProcure-EPROC