



# INSTITUTE OF HUMAN BEHAVIOUR & ALLIED SCIENCES

(An autonomous institution under the Govt. of NCT of Delhi)

Dilshad Garden, Delhi 110 095 (India)

Tel.: 2211 2136, 22583355, Fax: 2259 9227, E-mail: [directorihbas@vsnl.net](mailto:directorihbas@vsnl.net)

website: [ihbas.delhigovt.nic.in](http://ihbas.delhigovt.nic.in) [ihbas.delhigovt.nic.in](http://ihbas.delhigovt.nic.in)

F. No.14/35/PS(M)/IHBAS/2019 / 1132

Date: 11.12.2020

Please find enclosed herewith the NIT for placement on official website of the IHBAS in respect of given below e-tender

S. No.	Tender No.	Name of item	Last date and time for submission of Tender
1.	14/35/PS(M)/IHBAS/2019	Request for Expression of Interest (EOI) for registration of Local Chemist	31.12.2020 at 2.00 p.m.

This is in compliance to the Circular No.341/C-139/Misc.-II/2014/H&FW/1490 dated 31.03.2015 circulated by Joint Director (Administration) vide reference No.2/2706/2015/Estt./IHBAS/6964 dated 16.06.2015.

*Rachin*  
*11/12/2020*

**Officer-In-Charge (Purchase)**

Officer-in-Charge (Purchase)  
Institute Of Human Behaviour & Allied Sciences  
(Govt. Of NCT of Delhi)  
Dilshad Garden, Delhi-110095

**OIC (Computer)**



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(An autonomous institution under the Govt. of NCT of Delhi)

Dilshad Garden, Delhi 15 095 (India)

Tel.: 2211 2136, 22583355, Fax: 2259 9227, E-mail: directorihbas@vsnl.net Website:

F. No. 14/35/PS(M)/IHBAS/2019

Dated: 11.01.2020

## REQUEST FOR EXPRESSIN OF INTEREST (EOI) FOR REGISTRATION OF LOCAL CHEMIST

Institute of Human Behaviour & Allied Sciences (hereinafter referred to as IHBAS) invites Expression of Interest (hereinafter called EOI) from the competent Local Chemists, who are situated within a radius of 5 Kms of IHBAS, for registration of Local Chemist for a period of 2 years as per the "Mandatory Qualifying Criteria" (specified in the Terms and Conditions of the bid documents). The bid documents can be downloaded from the website <https://delhi.gov.in>

Interested and eligible Chemists may submit their bid along with all the required documents, as mentioned in the bid documents, on or before 31.12.2020 at 2:00 pm to the following address:-

Officer In charge (Purchase),  
Institute of Human Behaviour & Allied Sciences  
Dilshad Garden,  
Delhi-110095  
Phone No.011-22114026

*Rachar*  
*11/12/2020*

Officer-In-Charge (P)  
Officer-in-Charge (Purchase)  
Institute Of Human Behaviour & Allied Sciences  
(Govt. Of NCT of Delhi)  
Dilshad Garden, Delhi-110095



**INSTITUTE OF HUMAN BEHAVIOUR & ALLIED SCIENCE  
DILSHAD GARDEN, DELHI-110095**

**BID DOCUMENTS FOR REGISTRATION OF LOCAL CHEMIST/SUPPLIES**

Institute of Human Behaviour & Allied Sciences (hereinafter referred to as IHBAS) invites Expression of Interest (hereinafter called EOI) from the competent Local Chemists, who are situated within a radius of 5 Kms from IHBAS, for registration as Local Chemist for 2 years for day-to-day supply of the items, in the following four categories, under emergency requirement in the Institute in case these are not available under Rate Contracts with both CPA (DHS) and IHBAS or in the event of non-supply of supply under Rate Contract of IHBAS:-


- (a) Drug/Medicines (Generic)
- (b) Drug/Medicines (Branded)
- (c) Surgical/Disposable items (Generic)
- (d) Surgical/Disposable items (Branded)

2. If your shop/office is situated within the distance of 5 Kms from the premises of the IHBAS and you are interested in registering yourself with IHBAS for 2 years for supply of the above items on emergency basis within 3-4 hours from the time of requisition of the demand over telephone, you are requested to submit your bid along with all the required documents as mentioned in bid documents latest by 31.12.2020 on 2:00 p.m. addressed to Officer In Charge (Purchase), IHBAS, Dilshad Garden, Delhi-110095, as per terms and conditions given in Annexure-A, which may be read carefully and strictly complied with before submitting bid.

3. Please note that after registration of the Local Chemists, LTE shall be invited from the registered Local Chemists for quoting the maximum discount on MRP for each category and those who quotes the highest discount in percentage on MRP for each category shall be empanelled for 2 years. However, it will be extendable for another 1 year on re-viewing the performance of the empanelled Local Chemist.

4. The Director, IHBAS, reserves the right of rejecting or accepting any bid without assigning any reason at any stage.

Encl.: as above

  
11/12/2020  
Officer-In-Charge (Purchase)  
Officer-in-Charge (Purchase)  
Institute Of Human Behaviour & Allied Sciences  
(Govt. Of NCT of Delhi)  
Dilshad Garden, Delhi-110095

**TERMS AND CONDITIONS**

1. **Mandatory Qualification Criteria:-**The bidder is required to furnish the following documents along with the bid:-
  - a) Bid Form duly signed by the bidder.
  - b) Copy of Goods and Service Tax (GST) certificate.
  - c) Copy of Permanent Account Number (PAN) Card.
  - d) Identity Proof of Proprietor/Authorized Person of the firm.
  - e) Address Proof of Office/Shop. The bidder's office/shop must be located in a radius of 5 km from IHBAS.
  - f) Copy of Valid Drug License in the name of the bidder issued by Drug Control Department of Govt. of NCT of Delhi.
  - g) Copy of Income Tax Return for the financial years 2016-17, 2017-18 and 2018-19 (Assessment Year 2017-18, 2018-19 and 2019-20).
  - h) Undertaking on non-judicial stamp paper of Rs.50/- as per **Annexure-B.**
  - i) An affidavit on a Stamp Paper of Rs.10/- as per **Annexure-C** stating that no case of criminal/income tax/sales tax/GST/excise duty/blacklisting etc. is pending against the firm.
  - j) A Certificate (non-conviction) on non-judicial stamp paper of Rs.10/- as per **Annexure-D.**
2. Bid containing the above documents should be sealed in one envelope. Bids meeting the above criteria shall only be eligible for submitting the bid. In case of bidders who fail to meet any of the above-mentioned criteria, their bid shall not be considered for registration.
3. EMD of Rs.5,000/- (Rupees five thousand only) of the successful bidder (s) shall be treated as Security Deposit which will be returned after three months of satisfactory completion of the registration and the EMD of the unsuccessful bidder (s) shall be released, after award of registration letter to the successful bidder.
4. The bid complete in all respects duly signed with stamp of the firm on each page addressed to Officer-In-Charge (Purchase), IHBAS, should be deposited in the bid box placed in Purchase Section up to 31.12.2020 at 2:00 p.m. The bids will be opened on the same day at 2:30 p.m. in the presence of the bidders who may like to be present at the time of opening of the bids. In case the last date for depositing the Quotations is declared as a Closed/Public Holiday, the last date will be deemed to be the next working day. Bid received after the date and time will not be considered at all.
5. "Bid" containing the EMD along with photocopies of documents may be submitted in a sealed envelope duly superscribed as **"Quotation for registration of Local Chemist/Supplier"**.



6. The bidders, who are qualified in Bid, will be considered for registration. The bidder who does not qualify in the Bid will not be considered at any cost for registration and their EMD shall be refunded.
7. The registration shall be valid for a period of 02 years from the date of award of the registration letter.
8. One bidder shall submit only one bid either by himself or as a partner, otherwise the bids are liable to be rejected.
9. Any condition put forth by the bidder not conforming to the bid requirements shall not be entertained at all and such bid shall be rejected.
10. Wrong information submitted by the bidder, noticed by the Department at any stage of bid process/contract period, bid/contract will be cancelled without any notice and EMD will be forfeited.
11. Earnest Money of the successful bidder will be forfeited if the bidder
  - Withdraws his bid during the period of bid validity.
  - Submits any incorrect information or fake document to get the contract.
  - Breach/violation of any Terms & Conditions of the bid/Contract.
12. All disputes of differences arising between the hospital and the contract during the execution of the contract shall be resolved by the mutual discussion, failing which the matter shall be referred to the Arbitrator as appointed by the Director, IHBAS. Hon'ble/Courts at Delhi/New Delhi shall have jurisdiction in connection with any dispute/litigation arising out of this contract only.

*Rachal*  
*11/12/2022*

**Signature of Authorized Signatory**

Officer-in-Charge (Purchase)  
Institute Of Human Behaviour & Allied Sciences  
(Govt. Of NCT of Delhi)  
Dilshad Garden, Delhi-110095

UNDERTAKING

(On Non-judicial Stamp paper of Rs.50/-)

To


The Director,  
Institute of Human Behaviour & Allied Sciences,  
Near G.T.B. Office, Dilshad Garden,  
Delhi-110095

Sub:-Bid for registration of Local Chemist for supply of medicines/drugs/consumable surgical items.

Sir,

1. I/we have gone through the terms and condition mentioned in the Bid No. 14/35/PS(M)/IHBAS /2019 and undertake to comply with them. The bid submitted by me is valid and binding on me, if accepted, for two years from the issue of the registration letter.
2. I/we hereby bind to the Director, IHBAS, Delhi, for supply of various medicines/consumable surgical items to IHBAS (which not approved under CPA & IHBAS Rate Contract) during the registration period if I/we fall H-1 under LTE against the registered Local Chemist for 2 years and extendable by the IHBAS authorities, if required.
3. That the medicine/drugs/consumable surgical item shall be of the best quality and as per requirement of the IHBAS. The decision of the Director, IHBAS, as regards to the quality of the items shall be final and binding on me.
4. Earnest Money deposited by for Rs.5,000/- (Rupees five thousand only) in the form of DD/BC/FDR/BG in the name of the Director, IHBAS, is attached herewith and shall remain in the custody of the IHBAS till the expiry of the registration or LTE among the registered Local Chemists, whichever is earlier.
5. I/we hereby declare that my shop/firm has not been blacklisted/debarred by any of the Govt. hospital/Institutes.
6. I/we also submit that our firm/shop has no vigilance case/CBI case pending against me/us.
7. I/we undertake that I/we have not submitted any false documents with the bid.
8. I/we undertake that EMD may be forfeited if I/we
  - Withdraws his bid during the period of bid validity.
  - Submits any incorrect information or fake document to get the contract.
  - Breach/violation of any Terms & Condition of the Bid/Contract.
9. I/we hereby undertake that all the terms and conditions as mentioned in the above bid are acceptable to us, and we are found to abide by them.

Signature of the Bidder \_\_\_\_\_  
Name & Designation \_\_\_\_\_  
Name of the Firm \_\_\_\_\_  
Seal of the firm \_\_\_\_\_

  
Officer-in-Charge (Purchase)  
Institute Of Human Behaviour & Allied Sciences  
(Govt. Of NCT of Delhi)

UNDERTAKING

(On Non-judicial Stamp paper of Rs.10/-)

I \_\_\_\_\_ son of \_\_\_\_\_ resident of \_\_\_\_\_  
\_\_\_\_\_ do solemnly affirm:-

1. That I am the proprietor/partner of M/s \_\_\_\_\_.
2. That no criminal/income tax/VAT/blacklisting case is pending against the firm.
3. That the firm has not been blacklisted.

Authorized Signatory \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone No. \_\_\_\_\_

*Rach*

UNDERTAKING

(On Non-judicial Stamp paper of Rs.10/-)

I/We hereby undertake that the medicines/drugs/consumable surgical items as demanded by the IHBAS during the Contract period will be supplied immediately to the Medical Store, IHBAS, Dilshad Garden, Delhi-110095, not exceeding 4 hours on the receipt of demand to us over our Mobile telephone without any extra charge.

I also certify that my shop is situated within 5 km. radius of IHBAS.

Authorized Signatory \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

*Rach*

Officer-in-Charge (Purchase)  
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**NO CONVICTION CERTIFICATE**  
(On Non-judicial Stamp paper of Rs.10/-)

This is to Certify that M/s \_\_\_\_\_  
located at \_\_\_\_\_ have been  
granted drug License in Form No. \_\_\_\_\_ bearing No. \_\_\_\_\_ dated  
\_\_\_\_\_ under the provision of Drugs & Cosmetics Act 1940 and Rules thereunder and  
that the said firm has not been convicted for violation of provisions of Drugs and Cosmetics Act  
1940 and Rules thereunder.

Authorized Signatory \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

*Rach*