



# योजना एवं वास्तुकला विद्यालय, भोपाल

(राष्ट्रीय महत्व का संस्थान, शिक्षा मंत्रालय, भारत सरकार)

**School of Planning and Architecture, Bhopal**

(An Institution of National Importance, Ministry of Education, Govt. of INDIA)

## Stores & Purchase Section

No. SPAB/S&P/RFP-Pharmacy/2024/563

Date: 07.03.2024

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject:- Request for Proposal for Empanelment of Chemist for Supply of Medicines (On Call Basis) in the Institute.**

Sir/Madam,

Greetings for the day!

School of Planning and Architecture, Bhopal invites **REQUEST FOR PROPOSAL (RFP)** from Chemist shops for supply of Medicines in the Institute on call basis for the Faculty, Staff and their dependents and Students on minimum rates for a period of initial 01 year at SPA Bhauri Campus.

You are requested to please submit the proposal in the prescribed format available on the Institute website [spabhopal.ac.in](http://spabhopal.ac.in). The copy of RFP is enclosed herewith for your ready reference. The last date of submitting RFP is 20.03.2024 upto 17:00 hrs.

For any further information, you may please reach us at [storespurchase@spabhopal.ac.in](mailto:storespurchase@spabhopal.ac.in) and on over phone 0755-2526829, 2526814 & 2526803 (during working hours 09:00 AM to 05:30 PM Monday to Friday).

Encl: As above.

Registrar



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### **Request for Proposal for Empanelment of Chemist for Supply of Medicines (On Call Basis) in the Institute.**

School of Planning and Architecture, Bhopal invites **REQUEST FOR PROPOSAL (RFP)** from Chemist shops for supply of Medicines in the Institute on call basis for the Faculty, Staff and their dependents and Students on minimum rates for a period of initial 01 year at SPA Bhauri Campus.

SPA, Bhopal intends to appoint chemists (hereinafter referred to as Chemists for brevity) for supply of medicines to for the Faculty, Staff and their dependents and Students of SPA Bhopal. Chemists who fulfil the eligibility criteria and agree to abide by the terms and conditions mentioned in the document should apply in the prescribed pro forma (**Annexure I**). The prescribed pro forma duly filled in along with the necessary enclosures, in a sealed envelope super scribed "Empanelment of Chemist for Supply of Medicines to SPA, Bhopal (On Call Basis) shall be submitted to [storespurchase@spabhupal.ac.in](mailto:storespurchase@spabhupal.ac.in) or Stores & Purchase Section, SPA Bhopal, Neelbad Road, Bhauri, Bhopal (M.P.) -462030 Telephone No.- **0755-2526803, 2526829, 2526814** for further enquiry / details, if any.

Last date for submitting RFP is 20.03.2024 upto 17:00 hrs.

Registrar



# योजना एवं वास्तुकला विद्यालय, भोपाल

(राष्ट्रीय महत्व का संस्थान, शिक्षा मंत्रालय, भारत सरकार)

## School of Planning and Architecture, Bhopal

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### Terms & Conditions:-

#### 1. Eligibility:

- The chemist must hold valid licenses as on the date of application in specified forms (Form 20, 20-B, 21, 21-B and 21-C) for various categories of allopathic drugs issued by the Drug Control Authority of the State under the provisions of Drugs and Cosmetics Act, 1940 as applicable and any other law in force. They must hold all other licenses, clearances and permissions as may be necessary to carry out the trade of dealing with / selling of medicines. The empanelled chemists will further ensure and undertake that their licenses remain valid till the end of the empanelment period.
- 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.
- The chemist should agree to supply all the medicines etc. prescribed by the Medical Officer (MO)/Doctor.
- The chemist should not have been debarred / black-listed by any Govt. / Semi-Govt. / Public Sector organization.
- The shop / establishment of the chemist should be situated in and around SPA, Bhauri, Bhopal.

#### 2. Pricing:

The chemist shall quote uniform discount on retail price printed on Strip / Bottle / Unit packed in percentage term in respect of all items of supplies to be made irrespective of their brands or manufacturers. It should be noted that liability to pay any duties, levies or taxes livable under the law would be that of the chemist. The SPAB users will only pay the labeled MRP minus discount offered thereon. The quoted offer shall remain valid for the entire duration of the contract and necessary payment/charges shall be paid directly by the users of the service to the service provider.

#### 3. Period of Contract:

- The empanelment shall be valid for a period of one year subject to satisfactory performance.

#### 4. Documents establishing eligibility:

The following documents should be submitted along with the application.

- Copy of valid license held by the chemist as on the date of application.**
- Copy of GST registration.**
- A copy of PAN allotted to the chemist.**

- SPA Bhopal is only facilitating the service and is not responsible for any service affected by the service provider quality related issues between the two parties namely Student/Faculty/Staff and their dependents and the Chemist for supply of Medicines.
- Misuse of the premises (as defined by administration management) is not allowed.

- 7 Supply of any restricted/banned medicines/ reagent not to be used. If found guilty the services of the service provider shall be terminated with immediate effect and action shall be initiated against the persons.
- 8 For any grievance or arbitration between service taker and service provider the jurisdiction shall be Bhopal.
- 9 Patient/requester record/data security/Information not to be disclosed any other.
- 10 Protocol/SOP/ Guidelines shall be followed which was framed for pharmacy/chemist.
- 11 Pharmacy/Chemist who applies for in response to this RFP will be empanelled after scrutiny.
- 12 Competent Authority of SPA Bhopal reserves the right to accept / reject any application/ to reject all the RFP at anytime, without assigning any reason.
- 13 If any empanelled Chemist Shop is found involved in any wrong doing or over charging etc, then the concerned Lab would be suspended/removed from SPAB panel and would be black listed for specified period for future empanelment with SPAB.
- 14 Empanelled lab should notify one nodal officer/ executive with contact details for SPAB beneficiaries, for the SPA in case of requirement.
- 15 The SPAB may, without prejudice to any other remedy for breach of contract, at its sole discretion, terminate the contract in whole or part in respect of any chemist for any of the following reasons:
- i) supply of sub-standard/ spurious/ substitute medicines,
  - ii) delay in supply/ refusal to supply/ non-supply of medicines,
  - iii) over charging in the bill,
  - iv) in case it is found that any particular medicine's date is expired or is near the date of expiry
  - v) if the chemist fails to perform any other obligation(s) under the contract
  - vi) If the chemist has engaged in corrupt or fraudulent practices in the judgment of the SPAB.
- 16 Kindly respond by given date and submit your offer on the following address Stores & Purchase Section, SPA Bhopal, Neelbad Road, Bhauri, Bhopal (M.P.) -462030.

17. Procedure for application:

Eligible chemists shall submit applications in closed and sealed envelopes super scribed as "Empanelment of Chemist for Supply of Medicines to Faculty, Staff and their dependents and Students of SPA Bhopal". The chemist will be responsible to ensure that his application is deposited on or before the due date and time. The institute is not responsible for non-receipt of applications within the specified date and time due to any reasons including postal delays or delay in transit.

18. Right to accept / reject any or all applications:

Applications received after the due date and time or incomplete in any respect are liable to be rejected. The Institute reserves the right to accept or reject any or all of the applications in full or part without assigning any reasons. The SPAB reserves the right to scrap the panel at any time, without assigning any reasons thereof. The SPAB decision in this regard shall be binding and final.

Registrar

# SCHOOL OF PLANNING AND ARCHITECTURE, BHOPAL

## APPLICATION FORM FOR EMPANELMENT OF CHEMIST FOR SUPPLY OF MEDICINES (ON CALL BASIS)

1. Name of the Chemist: \_\_\_\_\_
2. Constitution: (Company/ Partnership/ Proprietorship): \_\_\_\_\_
3. Details of Registration (Registering Authority; Registration No. & Date): \_\_\_\_\_  
\_\_\_\_\_
4. Year of Commencement of Business: \_\_\_\_\_
5. GST No. \_\_\_\_\_
6. PAN No: \_\_\_\_\_
7. Whether Manufacturer/ Authorized Distributer/ Dealer/ Agency: \_\_\_\_\_
8. Name/s of the proprietor/ partner/ director/ official with designation authorized to make commitment to the SPA Bhopal:  
\_\_\_\_\_
9. Telephone No.: \_\_\_\_\_
- Mobile No.: \_\_\_\_\_ e-mail: \_\_\_\_\_
10. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

11. Whether the chemist holds valid license/s on the date of application for various categories of allopathic drugs issued by the Drug Control Authority of the state under the provisions of Drugs and Cosmetics Act, 1940? Please give details of the licenses (**please enclose the copy of valid license**)

S No	Details	Discount offered by the Agency on MRP of medicines as Percentage (%)
1	Supply of medicines prescribed by Medical Officer/Doctors to the Faculty, Staff and their dependents and Students of SPAB based on prescriptions and delivering the medicines at SPAB Campus on the same day before 5.15 PM	.....%

12. Whether the chemist has been convicted by the State Drugs Controller or any case is pending against the chemist under the Drugs and Cosmetics Act and Rules made there under as well as under the Drugs Price Control Order issued from time to time?

13. Whether the billing system is computerized?:

14. Are you agreeable to the best price norm (refer Para 11):
15. Names of the Govt./ public Sector/ corporate clients of the chemist for bulk supply of medicines, if any (**please enclose copy of work order.**)

I have read and understood the notice issued by SPA Bhopal, containing the eligibility criteria and the terms and conditions for empanelment of chemists for supply of medicines (on call basis). I fully accept the terms and conditions. I also understand that the SPAB reserves the right to accept any or reject any or all of the applications without assigning any reasons.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Enclosures:

- I) Copy of valid license.
- ii) Copy of GST registration.
- iii) A copy of PAN.