



TENDER DOCUMENT

for

Opening of Chemist Shop in MDI Gurgaon Campus

Last Date for submission of filled tender to MDI Gurgaon: 30th June 2022 up to 4 PM

(Tender document is to be submitted in original in sealed covers, duly filled and signed in blue/black colour ink on all pages by Authorized Signatory/Proprietor with Company's seal stamped on each page).

**Management Development Institute Gurgaon
Mehrauli Road, Sukhrali, Gurugram -122007**

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NOTE:-

- (i) The bidders are requested to enclose an Index Table on first page of the Technical Bid along with enclosures giving details about - Sl. No., Particulars, and Page Nos. from-to, so that during scrutiny of the documents no document is left overlooked by the Institute.
- (ii) Bidders details Form should be enclosed after the Index Table.

Section I

NOTICE INVITING TENDER FOR OPENING OF CHEMIST SHOP IN MANAGEMENT DEVELOPEMENT INSTITUTE GURGAON

Management Development Institute Gurgaon, Haryana, an Institute of national repute, is dedicated to offer world class residential programmes in Management Education. The Institute has residences to house faculty members, officers and staff members.

Sealed tenders are invited for Opening of Chemist Shop at Management Development Institute Gurgaon (MDI Gurgaon). The tender document can be downloaded from the MDI Gurgaon website www.mdi.ac.in. Earnest Money Deposit (EMD) amounting Rs. 20,000/- (refundable) in the form of Demand Draft, in favour of "Management Development Institute", issued by any nationalized Scheduled bank payable at Gurgaon must be submitted along with the Technical Bid documents. No interest shall be payable on the EMD amount.

Offer must be submitted in sealed envelope duly super scribed "**Tender for Opening of Chemist Shop in Management Development Institute Gurgaon**" **MDI Gurgaon Tender No. MDI-G/June/2022** and shall reach on the address mentioned below on or before **30.06.2022 till 4 p.m.**

The tender documents without earnest money deposit or received after due date & time will not be considered. The Director, MDI Gurgaon reserves the right to reject all/any of the bids/offers received without assigning any reason.

Postal address for submitting the Bids:

Chief Administrative Officer (Institutional Services),
Management Development Institute Gurgaon
Mehrauli Road, Sukhrali,
Gurgaon-122007, Haryana

Chief Administrative Officer
(Institutional Services department)

Important Notice

1. All corrigenda, addenda, amendments and clarifications to Tender Specifications will be uploaded on the Institute website www.mdi.ac.in. Bidders shall keep themselves updated with all such developments till the last date and time of submission of tender.
2. In case, the last date of receipt of quotation/bid falls on holiday, the quotation shall be receipt/opened on the next working day.
3. EMD amount of Rs. 20,000/- is to be paid through Demand Draft in favour of "Management Development Institute", issued by any nationalized Scheduled bank payable at Gurgaon and must be submitted with tender documents along with Technical Bid.
4. Bidder /bidder shall submit a declaration that I/we have downloaded the tender from the institute website www.mdi.ac.in and I/We have not tempered/modified the tender form in any manner. In case if the same is found to be tempered/modified in any manner, I/we understand that my/our tender will be summarily rejected and I/we are liable to be banned from doing business with Institute.

Section II

IMPORTANT INFORMATION RELATED TO TENDER

S.No.	Information	Dates
1.	Date of Publishing of Tender	10 th June 2022
2.	Bid Document Download from website	10 th June 2022/ 1100 hrs onwards
3.	Date/Time of closing of Tender	30 th June 2022/1600 Hrs
4.	Date/Time/Place of Opening of Technical Bid	01 st July 2022/ 1400 hrs at MDI Gurgaon Bidders are requested to nominate only one member to attend the meeting.
5.	EMD Amount (Interest free)	Rs. 20,000/- to be paid through a Demand Draft in favour of "Management Development Institute", issued by any nationalized Scheduled bank payable at Gurgaon. The Demand Draft should be attached with the application form, in the envelope of the Technical Bid, without which the bid would not be considered valid.
6.	Period of validity of Tender	90 days from the date of closing of Tender
7.	Officer for any enquiry to the bidder	Deputy Administrative Officer (Institutional Service), Management Development Institute Mehrauli Road, Sukhrali, Gurgaon-122007 (Haryana) Contact no.: 0124-4560545 (9.30 AM to 5.30 PM on working days Mon-Fri), e-mail is@mdi.ac.in
8.	Term of Contract	The agency shall be opening a Chemist Shop in the premises of Management Development Institute Gurgaon Campus Institute for a period of three years, from the date of commencement of services. However, the vendor's performance during the year will be evaluated/ assessed on completion of each year by MDI Gurgaon. On satisfactory performance the contract will be continued for the next year.

Section III

TERMS AND CONDITIONS

Opening of Chemist Shop in MDI Gurgaon Campus

The bidder will set up and operate the chemist shop at Management Development Gurgaon Campus in accordance with the applicable rules and regulations of State Govt. of Haryana / Govt. of India.

1. Mandatory Eligibility

The bidder must fulfill the following criteria:-

1. Any registered pharmacist under Haryana State Pharmacy Council to run a chemist shop in his/ her name can **only** apply. However, he/she has to obtain a drug license from competent licensing authority in Gurugram/Haryana after getting the contract of the chemist shop for MDI-G. If, the requisite qualification/certificate used in someone else's name by the bidder, in the such case, the bid submitted by the bidder will not be considered in technical evaluation and will be rejected.
2. The bidder has to submit Self Declaration that he/she or their firm has not been blacklisted / debarred from taking part in tender by any Central/State Govt./any other Govt. department or any autonomous body in the format given in **Annexure-“II”**. In case the applicant is found to be blacklisted / debarred at any later stage or the event of this being proven at any time during the License period, the Contract would be cancelled and security deposit will be forfeited.

3. PROCEDURE FOR SUBMISSION OF BIDS:

3.1 Two Bid System :-

- a)** Technical Bid (In the format placed as Annexure-I) along with **EMD** Demand Draft in favour of "Management Development Institute", issued by any nationalized Scheduled bank payable at Gurgaon, for an **amount Rs. 20,000/-** (Rs. Twenty Thousand only). The Demand Draft should be placed in the Technical Bid envelope, without which the bid will not be considered valid.
 - b)** Sealed Financial bid (in the format placed as Annexure-III) in another envelope duly signed, stamped super scribing- "**Financial Bid**" must be submitted.
- 3.2 Both the envelopes of the documents viz. Technical Bid Envelope and Financial Bid Envelope should be now sealed in another envelope super-scribing **MDI Gurgaon Tender No. MDI-G/June/2022 "Tender for Opening of Chemist Shop in Management Development Institute Gurgaon"** and be submitted through Speed Post/Register Post/by hand to the "Chief Administrative Officer, Institutional Services Department, MDI Gurgaon on or before 30.06.22 till 4 pm. MDI Gurgaon will not be responsible for any postal delay or non- receipt/ non-delivery of the bid.

3.3 No further correspondence will be entertained on the subject.

Note :

- a) The offers submitted through Telex/Telegram/Fax/E-mail or any manner other than specified at above (Ref. 3.2) will not be considered. No further correspondence will be entertained on this matter.
- b) Bids shall be valid for **90 days from the last date of submission**. MDI Gurgaon holds the right to reject a bid valid for a period shorter than 90 days as non-responsive.
- c) Bids not complying with any of given clauses/eligibility in this tender document are liable to be rejected.
- d) Any effort by Bidder to influence any member of MDI Gurgaon bid evaluation committee, regarding bid evaluation, comparison or contact award decision may result in the rejection of the bidder's bid and forfeiture of the bidder's EMD.

4. Procedure for Evaluation of Bids

The evaluation of financial bid would be based on the highest percentage of discount given by the bidder in the financial bid.

Note:

- a) Discounts % is to be quoted on MRP in the Financial Bid.

Award of contract will be done on the basis of highest marks obtained in the Financial Bid.

- 01 (one) mark each will be awarded for each % of discount offered for Ethical medicines category.
 - 0.2 mark each will be awarded for each % of discount offered for Generic and Surgical medicines category and
 - 0.1 marks each will be awarded for each % of discount offered for Ayurvedic medicines category.
- b) Sale volume is expected to be approximately Rupees 8 to 10 lakh per annum, as per present estimate. In case the estimated amount falls short, the discount rates can not be changed later and will remain same. However the bidder, prior of quoting rates, can make their own study to estimate the sale volume for the purpose of assessing financial viability of their bid/proposal. Conditional bids in this regard would be summarily rejected.
 - c) A Monthly rent to MDI Gurgaon @ **Rs. 1,000/-** per month, as on date will be charged. However, in future if the same is revised same shall apply.
 - d) Electricity charges (on actual basis), water and utility charges will have to be paid by the bidder awarded the contract.
 - e) The contract shall be for a maximum period of 3 years. Initially allotment of shop/space will be for one year which can be further extended for two more years (year-wise) on the Institute assessment of satisfactory performance of the services by the bidder. In case the services are found to be unsatisfactory, the contract shall be terminated by the Institute at any point of time.
 - f) The bidder should have GST No., PAN Number or any other tax number which is essential or required for operating the chemist shop at MDI Gurgaon.

g) The bidder has to provide the discount in the four categories of medicines i.e Ethical/ Generic/ Surgical/ Ayurvedic. In case, any of the item/ medicine do not falls under any of these categories, the bidder has to provide that item/medicine at the average offered discount of all the four categories (Ethical/ Generic/ Surgical/ Ayurvedic) of the contract.

5. The qualifying bidder shall have to ensure fair trade practice in its all dealings, terms and conditions of the tender document, delivery mechanisms and penalties for default etc.

6. Earnest Money Deposit (EMD)

The bidder shall have to submit EMD amounting Rs. 20,000/- to be paid through a Demand Draft in favour of "Management Development Institute", issued by any nationalized Scheduled bank payable at Gurgaon. The Demand Draft should be attached with the application form, in the envelope of the Technical Bid, without which the bid would not be considered valid. The EMD of highest discount giving bidder will be retained till the finalization of the Chemist Shop at MDI Gurgaon.

7. Performance Security Deposit

The EMD of the successful bidder will be released on receiving Performance Security Deposit as detailed below:-

The successful bidder shall deposit with MDI Gurgaon a Performance Security Deposit for a sum of **Rs. 50,000/-** (Rs. Fifty Thousand only) in the form of Fixed Deposit Receipt (FDR) pledged in the name of "Management Development Institute Gurgaon" from a schedule/ nationalized Bank within 30 days of execution of the contract or before opening of chemist shop, whichever is earlier for due and complete performance of the terms and conditions of tender. The said Performance Security Deposit shall be for a period of 03 years plus 02 months from the date of execution of the Contract.

The Performance Security Deposit shall be refunded on expiry of the Contract or adjusted against damages, if any.

8. Payment of Statutory Taxes

The bidder shall be liable to pay all such fees or taxes as may be levied by the state/Central Government or any other authority in respect of the chemist shop operation at MDI Gurgaon Campus, under any law of the land from time to time.

9. Alteration / Amalgamation / Encroachment / Defacement of Building

The Bidder shall not make any addition or alteration / defacement of any sort in any part of the allotted space/ building without the prior permission in writing from the Institute. The Bidder is not entitled to sub-divide the shop or to amalgamate it with any other shop.

10. Working Hours:-

The Medical shop should generally be opened by the bidder for a minimum period of 12 hours (8 a.m. – 8 p.m.) daily basis or as may be mutually decided by the Institute from time to time.

11. Time line for providing medicines

The bidder is required to make available all the essential/ routine medicines in the chemist shop. However, in case the medicine/ item is not available in the shop, the Bidder will ensure that the medicines as prescribed by the Medical Officer/Registered Doctor is procured and provided maximum within 12 hours of such demand. In case, the medicines are not provided within 12 hours, the concerned patient may purchase medicines from the market and the relevant discount amount as per contract on that type of medicines will be recovered from the bidder's bills/ performance security deposit.

12. Police Verification

The Bidder will ensure that the police verification of his staff/ persons deployed by him for operating shop at MDI Gurgaon is done by him. A copy of the same is to be submitted to MDI Gurgaon.

13. Delivery of vacant possession on termination of contract

On termination of the contract, the bidder shall remove his temporary structures and fixtures, if any, immediately and deliver the vacant possession of the building to the Institute on the last day of termination of contract. In the event of default MDI Gurgaon shall charge rent @ 10 times up to 15 days, 20 times - up to next 15 days, 30 times up to the period of 60 days and 50 times after elapse of 60 days from the date of expiry/ termination/ completion of term of this contract. The expenditure incurred on removal of fixtures shall be recoverable from the bidder.

14. Compensation on account of closure

The bidder shall not be entitled for any compensation on account of closure of the chemist shop for any period if the same becomes necessary on account of demolition of the whole or part of the premises in connection with the maintenance and repairs of the building. The bidder shall not however, be liable to pay rent for the period for which this shop is closed on account of the aforesaid maintenance or repairs. The Bidder shall be entitled to restoration of the premises as soon as necessary repairs have been completed.

15. Inspection of the Shop

The Institute for the purposes of ascertaining that the Bidder is duly observing the conditions of the contract can any time inspect the chemist shop.

16. Termination of the contract:

The Contract may be terminated by the MDI Gurgaon in the event of the following contingencies:-

In the event of the non-payment of monthly rent, electricity, water and utility charges within 30 days of the due date.

OR

By giving one month's notice in writing in advance, in case the services rendered by the Bidder are found to be unsatisfactory or there is breach of any condition of the Contract or the Bidder engages in any obnoxious trade.

OR

On account of Sale / Promotion of spurious/fake drugs.

However, the Bidder may withdraw from the contract after giving minimum three months advance notice to MDI Gurgaon.

In case of any dispute arising at any time during currency of the contract the decision of the Director, MDI Gurgaon shall be final and binding.

TECHNICAL BID

TENDER FOR OPENING OF CHEMIST SHOP IN MDI GURGAON CAMPUS

“MDI Gurgaon Tender No. MDI-G/ June /2022”

BIDDER DETAILS FORM

- Name of the Bidder :

- Full Address

- E-Mail Address

- Telephone Number (s)

- Experience of the bidder, if any, (attach relevant documentary evidence) :

- Certificate regarding registration as Pharmacist under Haryana State Pharmacy Council must be attached:

- GST Number, if available.

- PAN Number :

- Name and address of Bankers :

- DETAILS of EMD Demand Draft:

Draft Amount : _____ Draft No: _____

Bank Details : _____ Dated : _____ in favour of

MDI GURGAON

- Declaration regarding non-blacklisting as per Annexure-II of tender documents must be attached:

- Declaration regarding non-tempering in the tender documents as per Clause 4 of Important Notice of tender documents must be attached:

Certified that:

1. I/we have read the terms and conditions governing this work of the Institute and hereby agree to abide by them.
2. The information provided above by the undersigned is correct & any information found to be incorrect will lead to the cancellation of our bid.

(Signature of Bidder)

Name

Date :

Place:

OFFICE STAMP

SELF DECLARATION FOR NON-BLACKLISTING

Tender for Opening of Chemist Shop in Management Development Institute Gurgaon
“MDI Gurgaon Tender No. MDI-G/June /2022”

I / We _____ (Bidder) hereby declare that I have not been blacklisted or debarred in the past by Union / State Government or organization from taking part in Government tenders in India.

Or

I / We _____ (Bidder) hereby declare that the I was blacklisted or debarred by Union / State Government or any Organization from taking part in Government tenders for a period of _____ years w.e.f. _____ to _____. The period is over on _____ and now the firm/company is entitled to take part in Government tenders.

In case the above information found false I / we are fully aware that the tender/ contract will be rejected / cancelled by MDI Gurgaon and EMD / Security Deposit shall be forfeited.

(Signature of the bidder)

Name _____

Address _____

Date

Office Stamp

FINANCIAL BID PROFORMA

(To be submitted in a separate sealed envelope)

**Tender for Opening of Chemist Shop in Management Development Institute Gurgaon
“MDI Gurgaon Tender No. MDI-G/June /2022”**

Sr. No.	Medicine	% Discount offered on MRP (write in numbers)	% Discount offered on MRP (write in words)
1	Ethical Medicine		
2	Generic Medicine		
3	Surgical Items		
4	Ayurvedic Medicines		

Note : Bidder must quote the Discount in Percentage on MRP

Award of contract will be done on the basis of highest marks obtained in Financial Bid.

- (a) 01 (one) mark each** will be awarded for each % of discount offered for Ethical medicines category.
- (b) 0.2 mark each** will be awarded for each % of discount offered for Generic and Surgical medicines category and
- (c) 0.1 mark each** will be awarded for each % of discount offered for Ayurvedic medicines category.

(Signature of Bidder)

Name

Date :

Place: OFFICE STAMP