

**SOUTH CENTRAL RAILWAY, SECUNDERABAD DIVISION, MEDICAL DEPARTMENT**

**CALL FOR EXPRESSION OF INTEREST (EOI)**

**FOR**

**EMPANELMENT OF VENDORS FOR SUPPLY OF MEDICINES, SURGICALS, CONSUMABLES TO RAILWAY  
HEALTH FACILITIES SITUATED OVER SECUNDERABAD DIVISION OF SOUTH CENTRAL RAILWAY  
(CKL, HYB, VKB, PRLI, PC/KZJ, DLS/KZJ, DKJ, BDCR, RDM, BPA)**

Sealed EOI are invited by the under signed for empanelment of vendors for supply of medicines, surgical, and consumables to railway health facilities situated over Secunderabad division of south Central Railway ( empanelment will be for a period of two years which may be extended further for maximum of two years on mutual consent and based on the performance).

Schedule of scrutiny is as under:

Opening date of Submission of EOI: 17/02/2021

Closing date of Submission of EOI: 15.00 Hrs. 10/03/2021

Address of office where EOI to submit:

Office of the CMS/SC, Chilkalguda

Health Unit compound, Secunderabad

For full notification, eligibility criteria and other details visit: [WWW.https://scr.indianrailways.gov.in](https://scr.indianrailways.gov.in)

**Chief Medical Superintendent/SC**

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Note: Application along with documents etc. should be put in a single sealed envelope marked as "EOI for empanelment of vendors for supply of medicines, surgical, and consumables to railway health facilities situated over Secunderabad division of south central railway"

<b>CALL FOR EXPRESSION OF INTEREST (EOI)</b>
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**Expression of Interest Number:**

Interested and eligible vendors are invited to submit Expression of Interest (EOI) to be considered for empanelment in relation to possible supply of drugs, Surgicals, consumables to Railway Health Facilities situated at different stations over Secunderabad Division of S C Railway

**Scope of the work**

SCR is providing free Health Care for their beneficiaries through Health Care Centres located at various stations, there are 10 such centres over Secunderabad division.

Proposals to empanel as vendors to supply Medicines, Surgical item, and consumables to Railway Health Facilities situated at below stations over Secunderabad Division of S C Railway

1. HYB(NAMPALLY)
2. CHILKALGUDA
3. VIKARABAD
4. PARLI
5. POLY CLINIC/KAZIPET
6. DEISEL LOCO SHED/KAZIPET
7. RAMAGUNDAM
8. BELELAMPLLI
9. BADRACHALAM ROAD(KOTHAGUDEM)
10. DORNAKAL

**Instructions to the BIDDERS**

1. Empanelment document can also be downloaded from website.  
**WWW.<https://scr.indianrailways.gov.in>**
2. Documents can also be submitted through registered post. Documents sent through registered post will be accepted till one day prior to closing date
3. The applicant should submit complete set of documents in support of specified Financial as well as Technical in addition to legal Eligibility Criteria. However the competent authority reserves the right to call for clarifications or additional documents in case of non provision or partial provision of documents.
4. Documents submitted in addition to requested Documents substantiating the credentials of the firm and for meeting the stipulated eligibility criterion should be serially numbered on the top right hand corner of every page.
5. SCR reserves the right to inspect establishments/ offices of the agency by its officials
6. SCR reserves the right to terminate the empanelment process at any stage and will not be responsible for any loss or damages which the agency may incur in the process. The offers can be rejected without assigning any reason.
7. The period of two years shall necessarily be from the date of empanelment of the qualified agencies.
8. There is no restriction on the numbers of qualified agencies. Qualification solely depends on evaluation and fulfillment of specified Technical and Financial Eligibility Criteria.
9. They can apply for more than one location as per their interest and eligibility.
10. They should agree to participate in further financial bidding if empanelled.
11. MOU is for a period of 2 years only. After expiry, they again submit their financial bids for further period of 2 years.

**EXHAUSTIVE CHECK LIST: ELIGIBILITY CRITERIA**

1	<b>Experience</b>	3 Years in SUPPLY OR MARKETING OF MEDICINES, SURGICALS etc
2	<b>Statutory registration</b>	Should have Drug license both retail and whole sale from the state authority. The Company / Proprietor/ Partnership should be registered to be valid till period of empanelment, from Central / State Government body.
3	<b>Offices</b>	Have at least one in the vicinity of the Railway Health facility to which empanelment applied.
4	<b>Financial Documents</b>	The Company / Partnership firm / Proprietor have to submit its Financial Balance Sheet of last 3 financial years along with the P & L account which must be certified by a Chartered Accountant along with GST return for the applicable year.
5	<b>Annual Turnover</b>	Company / Partnership Firm / Proprietor should have a Turnover of at least Rs.7 Lakhs. Document for last <b>Three (3)</b> Financial years duly certified by a Chartered Accountant to be submitted.
6	<b>No. of Professional Staff</b>	Minimum 2 Staffs per location. [ one Professional employee along with Their qualification and experience] Details of all the staff along with their qualification, experience and copy of their Aadhar/ Election Id Card or Passport.
7	<b>PAN Card No.</b>	Certified Copy of Permanent Account Number (PAN Card).
8	<b>GSTIN</b>	Should have GSTIN Registration certification.
9	<b>Copy of Income Tax Return</b>	Should be an income tax payee. Should produce last three financial years Income Tax Returns (JTR) in this effect.
10	<b>Firm Profile</b>	
<b>PROPRIETORSHIP FIRMS</b>		1) Name of Proprietor
		2) Complete address of the proprietor
		3) <i>Power of Attorney</i> (duly attested by the public notary with notarial stamp affixed there on) if any executed in favour of any per person by the proprietor to act on his behalf or on behalf of the firm
		4) Address of the person in whose favor the power of attorney has been executed by the proprietor.
<b>PARTNERSHIP FIRM</b>		1) Name of the Partners
		2) Complete address of the partners
		3) Partnership Deed (Photocopy duly attested with notarial stamp)
		4), <i>Power of attorney</i> if any executed by any partner/ public notary with notarial stamp affixed thereon.
		5) Registration under the Indian Partnership Act.
<b>19A COMPANY</b>		1) An attested copy of the certificate of incorporation issued by the registrar of Companies, attestation should be done by notary public with notarial stamp & certified copy of Memorandum and Article of Association of the Company
		2) List of ultimate non-corporate share holders exercising control in the company certified by a Chartered Accountant.
		3) Name and Address of the present directors if not mentioned in the Memorandum and Article of Association.
		4) Authorization in favor of the Authorized signatory for signing the tender documents and other papers in connection with this contract.

### **Documents required to be submitted:**

The following documents need to be submitted along with application by each firm:

- a. GST Registration number.
- b. Drug licence number
- c. PAN card.
- d. Proof of registration
- e. Details of experience and proficiency
- f. Balance Sheet and P & L accounts for the last 3 financial years for Catg. A, duly certified by a Chartered Accountant.
- g. In case of Company, Registration certificate of the company along with Articles of association, address of registration, etc., In case of Partnership firm, registered partnership deed with details of partners, their liabilities and responsibilities.
- h. The address and contact details of all their offices along with the details of the management/ at apex and corresponding level.

### **TERMS AND CONDITIONS**

1. For first scrutiny, the sealed envelopes should be submitted at the address mentioned at point no- 4 below on or before 1500 hrs on 10/03/21. In case the day is declared as holiday, the applications can be submitted on the next working day at the same time.
2. The selection of the vendor will be for a period of two years which can be extended by two years, depending on performance and quality of service, and shall be decided by the
3. SCR reserves the right to empanel more than one vendor for each location.
4. Filled in application with all relevant documents to be submitted at

#### **Office of the CMS, Secunderabad Division, Chilkalaguda Health Unit Compound, Secunderabad on or before working hours of**

5. During the period of empanelment, if an empanelled vendor wishes to withdraw from the empanelment, a written request should be made to shall process the applications, on case to case basis..
6. **Liability of SCR** - The will not be liable for any liability arising under the labour laws or any other law of the land, incurred by the supplier.
7. **Entitlement of compensation** - In case the supplier suffers any loss on account of his being restrained by the any competent authority for indulging in illegal activities or any contravention of any law. he shall not be entitled to any compensation whatsoever.
8. **Notice to the vendor** - Any notice to be served on vendor shall be deemed to be sufficiently served if delivered at or sent by registered post/courier addressed to vendor at their registered office or last known place of business. Any notice to be served by the vendor on SCR shall be deemed to be sufficiently served if, left at the office/sent by registered post/courier addressed to the concerned Medical Officer.
9. **Dealing with vendor Only** - SCR will enter into an agreement only with the vendor who will be responsible for fulfillment of all conditions. They shall not enter into any agreement or deal with in any manner with any of the sub-vendors.
10. **Vendor should not be convicted by any court of law for breach of any act including acts pertaining to Drugs and Pharmaceuticals, and no cases pending as on date of applying.**

11. **Consequence to the death / severance of any partner/s (in case of partnership firm)**  
- If the service provider is a partnership firm and in case there is a provision in the constitution of the firm that the firm shall not be dissolved by reason of the death of one partner or the severance of any partner from the business of the firm and in case the performance of the vendor is entirely satisfactory according to the assessment of the SCR then in such an event the SCR at its discretion may allow the vendor to continue under the agreement.
12. **Notice for termination** - In case of any event of default mentioned in SUBJECT. HOWEVER, SCR having given to the vendor seven (7) days prior notice in writing to remedy or make good such breach and in spite of such notice the vendor having failed to remedy the breach. The Licensee shall also be debarred from participating in the future CONTRACTS of SCR for a period of one year.
13. **Force Majeure:** SCR shall not be liable to the vendor in respect of any breach of the terms and conditions due to any event or circumstances beyond its reasonable control.
14. Vendor will ensure that the services offered to the SCR are managed by well-trained & courteous staff. He shall also be required to ensure that the instructions relating to hygiene, quality parameters for Drugs and Surgical handling, cleanliness. Packaging, etc. are followed. The supplier will follow all prevailing labour laws and regulations. The agreement between SCR and service provider shall not create any contractual relationship between the agency's own staff or its sub-contractor's staff and SCR. SCR shall not be the principal employer" in case of employees/staff engaged by the service provider.
15. All disputes shall be subject to the jurisdiction of courts at
16. SCR reserves the right to terminate the EOI process at any stage and will not be responsible for any loss or damages which the applicant may incur in the process. The application can be rejected without assigning any reason

#### **PROCESS OF EMPANELMENT OF VENDORS:**

##### **SHORTLISTING OF VENDORS**

After receiving EOI, Railways will shortlist vendors on scrutiny of applications.

##### **INSPECTION OF ESTABLISHMENTS**

Railway Committee constituted for this purpose will inspect establishments.

##### **CALL FOR FINANCIAL BIDS**

Railways will call for financial bids from the vendors recommended by the committee for ***Their Offer Of Discount On MRP For Drugs And Surgical items***

##### **SELECTION OF VENDORS:**

The eligible vendor(s) who offered highest discount on MRP for Drugs and Surgical items will be the basis for empanelment. Based on the applicable discount offered by the vendor who offers the highest discount, next one/two eligible bidders in the descending order of discount will be given counter offer seeking acceptance of the discount offered by the eligible highest bidder. And MOU will be executed with such vendors.. Railways has right to execute MOU with more than one Vendors according to local need.

## PROCEDURE OF SUPPLY OF MEDICINES:

On receiving demand from the concerned Railway Medical Officer either through physical order or through mail or any other means as mutually agreed mode, the vendor should supply within reasonable time as mutually agreed as per MOU.

## PAYMENT OF BILLS

On receipt of bills from vendor Monthly/Fortnightly as mutually agreed, concerned Railway Medical officer will process the bills within a reasonable time as per MOU. Payment through electronic mode only (either NEFT/RTGS).

## FAILURE TO SUPPLY WITHIN REASONABLE TIME:

If any vendor fails to supply any item as per MOU, Railway will free to purchase the same from open market and the difference between market rate and vendor agreed rate will be deducted from the vendor. For this purpose performance register will be maintained at Concerned Health Care centre. There will be periodical review on vendor performance, if performance is not satisfactory, Railway will terminate the MOU.

ESTIMATED VALUE OF MEDICINES and SURGICALS PER YEAR:  
(Based on existing Local purchase pattern)

SI NO	Name of Health Care Centre	Value of Medicines	Value of Surgicals	Total value
1	POLY CLINIC/KAZIPET	600000/-	36000/-	636000/-
2	HEALTH UNIT/DLS/KZJ	30000/-	2000/-	32000/-
3	HEALTH UNIT/RDM	12000/-	2000/-	14000/-
4	HEALTH UNIT/BPA	15000/-	6000/-	21000/-
5	HEALTH UNIT/BDCR	10000/-	2000/-	12000/-
6	HEALTH UNIT/DKJ	15000/-	2000/-	17000/-
7	HEALTH UNIT/HYB	10000/-	2000/-	12000/-
8	HEALTH UNIT/CKL	240000/-	6000/-	246000/-
9	HEALTH UNIT/VKB	15000/-	5000/-	20000/-
10	HEALTH UNIT/PRLI	5000/-	1000/-	6000/-

**APPLICATION FOR EOI**

**(To be submitted on Company's Letterhead)**

To,

**CMS/SC**

**Subject: Submission of Expression of Interest (EOI) for empanelment of vendors to supply**

I / We \_\_\_\_\_ do hereby declare that the information given in this Application, documents enclosed are true to the best of my/our knowledge and belief.

I / We undertake that I have full authority to submit this EOI Document along with the documents in support of Eligibility Criteria, on behalf of \_\_\_\_\_ (name of the company/partnership firm/sole proprietor)

I / We hereby understand that the submission of offers / bids does not guarantee award of work for supply of medicines, surgical item etc.

I/we understand that this EOI is for the empanelment of vendor for the supply of Medicines, surgical item and other consumables.

I / We wish to apply for empanelment for location(s) \_\_\_\_\_  
**(PC/KZJ, HU/KZJ, RDM, BPA, BDCR, DKJ, CKL, VKB, PRLI)**

However, based on the documents furnished by me / us, SCR reserves the right not to empanel the firm any location

I / We further understand that in case of any information submitted by me / us being found to be incorrect either before or even after the award of work, scr will have the right to summarily reject the bid, cancel the Award of Work or revoke the same at any time without assigning any reason whatsoever.

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

\_\_\_\_\_  
(Signature of the Applicant with seal)

Name and Designation

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



