Government of Tripura
Directorate of Health Services

No.F.3(200)-CH/MS/GEN/2009 Dated, Agartala the 2015.

NOTICE INVITING EXPRESSION OF INTEREST

Expression of Interest in sealed cover is hereby invited by the Director of Health Services, Government of Tripura, Agartala on behalf of the Governor of Tripura from resourceful, experienced, reliable and bonafide licensed agencies/medicine shop for opening one outlet at the premises of Regional Cancer Centre, Agartala for providing 24x7 services with medicine and other consumables on cash less (on the part of patient) basis for BPL cancer patients under Health Minister’s Cancer Patient Fund (HMCPF) of Rashtriya Arogya Nidhi (RAN) scheme of Government of India.

1. Preamble:-

The Regional Cancer Centre, Agartala intends to operate one 24x7 medical shop within the hospital complex for service of cancer patients to ensure timely and proper treatment and to ensure proper utilization of the financial benefits given to the patients under various government schemes and grants.
2. General:-

2.1. The medicine shop will be run by private person / party / organization within
the hospital building.
2.2. Categories of items to be supplied:- Drugs / surgical dressings / surgical
instruments / nursing care appliances / food supplement/ health drinks/ sanitary goods
/ cosmetics / ayurvedic drugs and other items as may be permitted by the hospital authority.
2.3. Approximate turn over as per existing patient load is Rs,10.00 lakhs per
month.

3. Premises:-

3.1. The Regional Cancer Centre will provide necessary space (approximate 300
sq. ft.) for the shop for operation free of cost.
3.2. The owner of the shop will be required to make good of the space suitable for
the shop and provide storage accommodation including refrigerator. A separate storage accommodation with lock and key facility shall be required for storing narcotics drugs.
3.3. The electrical connection shall be made properly to prevent any short circuit
and a separate service connection shall be obtained from the electric supply corporation. The hospital authority will help getting separate electrical connection.
3.4. The storage accommodation, etc. may be taken back at the end of the contract.
The owner shall not make any damage of the building or modify any structure except color coating without the written permission from the Regional Cancer Centre authority.
4. Procurement & supply:-
4.1. All transaction of the shop shall be computerized, so provision for computer
and operator shall be arranged by the owner and such information may be furnished to the cancer hospital authority. No sale / supply shall be made without cash / credit memo and without the supervision of registered Pharmacist.

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4.2. The owner shall have to supply drugs, etc. prescribed by the cancer hospital
free to the patient as may be instructed by the hospital authority from time to time and

get the cost reimbursed from the hospital authority. The Hospital authority will make payment of the bills preferably within one month of presentation of bills.
4.3. The owner should have established chain for procurement of drugs from
establishments outside the State to ensure timely procurement and supply within stipulated date. The owner shall take up procurement and supply of drugs and surgical items as may be required by the hospital authority.
4.4. The hospital authority shall ensure that prescriptions are made as per list
provided by the authority.
4.5. No supply shall be made to any institution for re-supply.

5. Statutory requirement:-
5.1. Retail drug licences shall be obtained by the owner from the State Drugs
Regulatory Authority for sale of drugs and from the excise authority for sale of narcotic drugs as may be required by the hospital authority.
5.2. The owner shall have make payment of government dues including electricity
bill in due time and ensure that the functioning of the shop is not interrupted any time.
5.3. The government rules and regulation may be applicable and other instructions
of the hospital shall be strictly adhere to.
5.4. The owner shall ensure that the norms of Biomedical Waste Disposal
Regulations are strictly maintained.
5.5. The owner shall ensure that sanctity of the hospital is maintained by him or his
staff.
5.6. The owner shall obtain sales tax registration for carrying out the sales.
5.7. The owner shall take up procurement and supply of drugs and surgical items
as may be required by the hospital authority.
6. Manpower:-
6.1. The owner shall provide adequate manpower including registered Pharmacists,
Computer Operators for 24x7 service. The salaries of the staff engaged shall be paid by the owner. The hospital authority shall not responsible for any dispute between the owner and staff.
6.2. The owner shall submit a list of persons engaged by it with their name and
address, qualification, etc. to the hospital authority and intimate the hospital and other authorities in the event of change of any manpower. All the staff appointed by the owner shall use identity card during duty hours as may be instructed by the hospital authority.
6.3. All the staff engaged shall maintain cordial relation with hospital staff and
other persons working in the hospital and show good behavior with patients & patient parties.
7. Terms & Conditions:-

7.1. The sealed EOI in two bids (Technical & Financial) will be received by Speed
Post/ Registered Post/ Courier Service/ by hand in the office of the Medical Superintendent, Regional Cancer Centre, 79 Tilla, PO- Kunjaban, Agartala, Tripura. PIN-799006 up to 16-00 hours of 24/12/2015. EOI received after the due date and time will not be entertained and the Director of Health Services, Government of Tripura shall not be responsible for any postal delay.
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7.2. The sealed EOI will be opened on 28/12/2015 at 11.00 AM in the Regional
Cancer Centre, Agartala, if possible.
7.3. Agency or their representative may remain present during opening of the EOI.
7.4. On the top of the left side of the sealed envelope, the EOI enquiry number, last
date and time of receipt, address with contact number of Agency is to be mentioned.
7.5. The following self-certified/self attested documents should be submitted along
with the EOI. All the papers submitted with EOI are to be self-certified/ self attested.

i) Tax clearance certificate from the appropriate authority and submit document
of tax return file for last 3(three) years.
ii) PAN Number.
iii) Up to date Trade License, if the EOI is submitted by supplier/distributor.
7.6. An undertaking of the Agency stating that they will abide by the terms &
conditions of Notice Inviting EOI, if their quoted rate is approved.
7.7. The tenderer will have to offer minimum discount on the maximum retail
prices in respect of the following items separately:-
i. Drugs covered by and whose maximum retail prices have been fixed under the Drugs (Prices Control) Order, 1985.
ii. Drugs covered and whose maximum retail price have not been fixed under the Drugs (Prices Control) Order, 1985.
7.8. The maximum discounts offered for both the items shall be calculated for
deciding the bids.
7.9. The tender shall supply the other items at a discount of not less than 5%.
7.10. The Earnest Money Deposit (EMD) to an amount of Rs. 25,000/ (Rupees
Twenty five thousand) only shall be furnished along with EOI documents in one of the following forms:-
a) Account payee Demand Draft.
b) Fixed Deposit Receipt.
c) Bankers Cheque.
7.11. The EMD shall be drawn in any scheduled Commercial Bank in India in
favour of “Medical Superintendent, Regional Cancer Centre, Agartala”. The Earnest Money shall be valid for a period of 45(forty five) days beyond the Contract period. The EMD will be released after contract period in case of successful Agency and that of un-successful EOI will be released after finalization of EOI.
7.12. An amount of Rs.2,00,000/- (Rupees Two lakhs) will have to be deposited as
security money by demand draft from any Nationalized Bank in favour of “Medical Superintendent, Regional Cancer Centre, Agartala” by the approved agency within 30(thirty) days time from the date of issue of approval order. The Security Money shall be valid for a period of 45(forty five) days beyond the Contract period.
7.13. The security money will be released after the contract period.
7.14. The agency should have a minimum solvency of Rs.1.00 crore certified by his
bankers.
7.15. The duration of contract will be of 5(five) years and likely to be extended
further as per decision of the authority on mutual agreement.

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7.16. A contract will have to be executed between the owner and the hospital
authority for running the shop. The contract may be terminated at any time during the contract period by giving formal notice by the either side.
7.17. The owner shall be required to keep a stock of all drugs/ surgical and
instrument, etc. commonly required for treatment of cancer patients in stock as may be enlisted by the hospital authority from time to time. The owner may also keep stock of other items for sale and may sell any drugs to patients other than cancer hospital at any hour at the same time. The owner shall procure and supply any enlisted drugs not available in the stock in the shop within 6(six) hours during office hours or 12 hours in other cases from the market in the State and within 48 (forty eight) hours from outside the State. The cost of carrying / transport of drugs in such cases shall be absorbed within the normal retail price, i.e. no additional cost shall be charged for the purpose.

7.18. Non-execution of supply within the stipulated period without any valid reason
shall be treated as disqualification and liable for penalty. 5% of MRP will be deducted for every 1 hour delay.
8. Miscellaneous:-

8.1. The tenderer shall have experience of selling drugs by retail at least for 10(ten)
years and good reputation. A certificate of experience and reputation shall be obtained from the State Drug Regulatory Authority and submitted along with the offer / tender.
8.2. The tenderer shall have experience in procurement of short supply or drugs not
available in the local market from outside the State agency to meet emergency by himself or through other agency. Necessary documents showing such procurement through sales tax permit for at least 2(two) years should be submitted.
8.3. The tenderer may make necessary propaganda / advertisement in the media
with the approval of the hospital authority for better service of patients.
8.4. In case of any dispute, the decision of the government shall be final.
8.5. Availability of quality medicines & consumables are to be ensured at all times.
8.6. Income Tax / Sales Tax will be deducted from the bill as per guideline of the
Government, if applicable.
8.7. Any default or breach of contract shall lead to forfeiture of earnest money /
security deposit of successful Agency beside to such action as may be considered appropriate by the Director of Health Services, Government of Tripura including black listing/ delisting the Agency for future.
8.8. The Director of Health Services, Government of Tripura, Agartala reserves the
right to accept or reject any bid without assigning any reason thereof and bid may be accepted or rejected in part or in whole.
8.9. The Director of Health Services, Government of Tripura, Agartala reserves the
right to unilaterally terminate contract or cancel the acceptance of the rate or supply order at any time without notice before expiry of the period for which rate is now incited.

Director of Health Services,
Government of Tripura, Agartala.