



**STATE BANK OF INDIA**  
**LOCAL HEAD OFFICE**  
**SECTOR 17 A**  
**CHANDIGARH-160017**  
**PHONE NO 0172-4567349**

**REQUEST FOR PROPOSAL (RFP) FOR EMPANELMENT OF SUPPLIERS FOR  
SUPPLY OF DRUGS/MEDICINES/CONSUMABLES TO DISPENSARY AT STATE  
BANK OF INDIA, LOCAL HEAD OFFICE, CHANDIGARH-160017.**

State Bank of India, Local Head office, Chandigarh invites applications from reputed Government approved drug Suppliers/Stockists/Distributors for empanelment for supply of drugs/medicines/consumables for the dispensary situated at State Bank of India, Local Head Office, CHANDIGARH-160017. The empanelled list will be valid for THREE YEARS. Only those applicants who fulfil the eligibility criteria and other terms and conditions mentioned herein may apply in the prescribed format. Please log on to [www.sbi.co.in](http://www.sbi.co.in) under SBI In the News -> Show More -> Empanelment Of Vendors for further details and download application form.

**IMPORTANT DATES:**

**Pre-bid meeting - 02.09.2024 - at 03.00 p.m.**

**Last date of submission - 08.09.2024 up to 05:00 pm**

*Note: It may please be noted that only one representative for each company will be permitted to attend the pre bid meeting*

## **2. TERMS AND CONDITIONS FOR EMPANELMENT:**

2.1 The applicant should fulfil the following **eligibility criteria**.

a) **During the last three years**, the applicant preferably have satisfactorily executed similar order for Rs.200 lakhs (single orders or cumulative in a financial year) for **Supply of Medicines / Drugs / Consumables** to Hospitals / Dispensaries of Banks / Public Sector Undertakings (PSUs) / Multi-National Companies (MNCs) as on 31.03.2024:

*Note: Similar order shall mean the supply of Drugs / Medicines / Consumables.*

b) The applicant should have an average annual turnover of minimum Rs.150 lakhs during the last 3 (three) financial years (Audited Profit and Loss account and Balance sheets for the last three years to be enclosed).

c) The applicant must have their administrative Office / Shop / Warehouse based in Chandigarh/Tricity.

d) The applicant should have **Valid Drug License** for various categories of allopathic drugs, issued by the Drug Control Authority of the State/Union under the provision of Drugs and Cosmetics Act,1940 and as applicable under any other law (should hold the license for last 3 years). **Copy of valid license to be enclosed.**

e) The applicant must not have been convicted by the Drug Authorities and no case should be pending against the supplier under Drugs and Cosmetic Act and Rules.

f) The applicant should agree to supply all the medicines/drugs/ consumables that the Bank indents, irrespective of the brand or manufacturers.

g) The applicant should have all valid licenses, approvals, certificates, registration from all statutory authorities from Drug Control Authority of the State/Union/Income Tax/GST/any other relevant and mandatory requirements as is necessary for complying with this contract. (a declaration should be submitted by the applicant to this effect. Also, to enclose self-attested and stamped copies of relevant documents).

2.2 The Bank will scrutinise all valid responses received, based on the eligibility and other prescribed qualifications.

2.3 No contractual obligation whatsoever shall arise from this process until a formal contract is signed and executed by the Bank and the applicant.

2.4 The selected applicant has to enter into an agreement with the Bank as per the format provided by the Bank. They should also submit the security deposit for such amount as may be finalized by the Bank.

- 2.5 The Bank will empanel the suppliers based on the eligibility criteria and terms and conditions. The Bank reserves the right to conduct online e- reverse auction or any other valid procedures for selecting the successful bidders during the price bidding process.
- 2.6 The applicant shall undertake and agree that it will not sub-let the contract awarded to it by the Bank. If at any stage, it is found that the applicant has sub-let the work, the contract shall stand automatically terminated and the Bank can take action in such case against the supplier as deemed fit including forfeiture of the security deposit of the supplier.
- 2.7 The applicant shall also undertake and agree for timely renewal of all the licenses from the authorities concerned that may be required to be renewed as per the statutory provisions to run the business and the copy of the same to be provided to the Bank.
- 2.8 The applicant or any of its partners/directors etc. should not have been black listed/debarred by any of the Govt. agencies or department or should not have been found guilty of commission or acts of moral turpitude or convicted for any economic offence etc. by any court or any authority appointed to enforce any such laws or regulations including EPF/ESI authorities. Further no contract of such applicant should have been terminated in the past on account of violation of laws or deficiency of services or breach of contract
- 2.9 The performance of the empanelled / engaged supplier will be reviewed by the Bank every year or at such other periods as deemed necessary to assess their suitability to continue in the empanelled list Bank also reserves the right to add additional vendors in the empanelled list based on their applications made in response to our advertisement, following the due process at periodic intervals.
- 2.10 The Bank reserves the right to accept or reject any or all the applications in full or part without assigning any reasons. The Bank reserves the right to scrap the panel at any time, without assigning any reasons thereof.
- 2.11 Bank reserves the right to amend / make any corrigendum in the RFP, if any, and the same may be uploaded in the Bank's website only.
- 2.12 The applications as per the annexed formats duly filled in and signed by the authorised signatory of the applicant along with self-attested, serially numbered, copies of relevant certificates / testimonials, are required to be submitted in a sealed envelope super scribed with **DOCUMENTS FOR EMPANELMENT OF SUPPLIERS FOR SUPPLY OF DRUGS/MEDICINES/CONSUMABLES TO DISPENSARY AT STATE BANK OF INDIA, LOCAL HEAD OFFICE, SECTOR 17A CHANDIGARH-160017** to the Assistant General Manager (Office Administration Department), State Bank of India, LHO, Chandigarh-160017 not later than **05.00 p.m. on 08.09.2024**. Incomplete application forms and applications received by hand or by post after the due date and time will be rejected.

### **3. QUALITY OF MEDICINES/DRUGS/CONSUMABLES**

- a. All Medicines to be supplied should be genuine, means no sub-standard drugs.
- b. Minimum Shelf Life of all medicines supplied to the Bank should be one year or more than one year.
- c. ANALYTIC REPORT OF MEDICINES:

Bank reserves the right to call for analytical report of any number of medicines/drugs from the private/ govt. laboratories as deemed appropriate and the cost of obtaining analytical report will be borne by the supplier and the tender may be cancelled immediately, if the report is not found to be satisfactory besides right to take any action against the supplier, as deemed fit as per law.

- d. Medicines should be of same brand/ company as specified in the Bill of Quantity (BOQ). No substitute of same chemical composition of any other company shall be accepted by the Bank, without having Bank's prior approval in writing from Bank's Doctor. In case the manufacturing of the medicines/drugs is stopped by the company or the medicines/drugs are not available in the market, the prior approval of the Bank shall be required for supply of such substitutes

### **4. PLACE OF DELIVERY:**

The place of delivery shall be dispensary at State Bank of India, Local Head Office, SECTOR 17 CHANDIGARH-160017.

### **5. INDEMNITY:**

The applicant shall indemnify and hold the Bank, its officers, officials and employees harmless against any and all actions, suits, claims, damages or demands brought or made against the Bank arising out of or in connection with the performance of the agreement or in respect of anything done or committed to be done by the supplier in execution of or in connection with the supply of medicines/drugs/consumables & against any loss or damage to the Bank in consequences to any action or suit being brought against the supplier for anything done or committed to be done in the execution of this contract.

## **6. GENERAL INSTRUCTIONS:**

- a) Applicant should ensure to sign each page of the document with seal at the bottom.
- b) Medicines/drugs/consumables not in good condition, in any lot, shall not be accepted by the Bank and are to be replaced by the applicant.
- c) In case the Medicines/drugs/consumables supplied by the Supplier are found to be dubious or spurious, the applicant shall indemnify the Bank against all losses/claims that may be caused/lodged against the Bank on account of such defective Medicines/drugs/consumables including the rights / damages available under the various laws of the land.
- d) Applicant shall provide the list of Hospitals/Private/Public Institutions along with copy of Supply Order/ Agreement, where medicines/drugs/consumables are being supplied by him.
- e) All disputes arising out of the agreement or connected thereto shall be tried under the exclusive jurisdiction of courts at Chandigarh only.

## **7. Evaluation:**

The applications will be examined by the Bank to determine whether they are complete, and all details / documents have been furnished/ submitted. Applications determined as not substantially responsive will be summarily rejected. The applications will be subject to detailed scrutiny based on the claims in the bid submissions and supporting documents vis-a-vis the requirement as per the RFP. The Bank also reserves the right to make any personal inspection of the office of the bidder or client location and also directly collect feedback from other customers of the bidder. The Bank reserves the right to verify the particulars furnished by the applicant independently and make such other evaluation and inspection for the purpose of Evaluation of the applicants.

## **8. OTHER INSTRUCTIONS:**

- a) Conditional application will not be accepted and will be summarily rejected.
- d) Applicant may note that if the last date for submission of application is declared a closed holiday by the RBI/ SBI under Negotiable Instrument Act, the last date for submission of application shall be immediate next working day at the same time.
- c) In case, any information furnished by the applicant is found to be incorrect at any stage, the application shall be liable to be debarred from the process of tendering/taking up the supply of Drugs/Medicines/ Consumables in State Bank of India, Local Head Office, SECTOR 17 CHANDIGARH-160017. In such an event

the EMD/Security Deposit submitted by the tenderer shall be forfeited and the Bank may take action against the tenderer as deemed appropriate.

#### **9. Pre-empanelment Meeting:**

A Pre-empanelment meeting will be held at SBI, Local Head Office, SECTOR 17 CHANDIGARH 160017 at 3.00 p.m. on 02.09.2024. Interested applicants are requested to attend the meeting.

**10.** Desirous applicants may download the applications, forms, and other related papers documents from the Bank's website and submit application, completed in all respect, along with the required documents not later than 05.00 p.m. on 08.09.2024.

#### **11. DISCLAIMER:**

- a) This RFP is neither an agreement nor an offer and is only an invitation by Bank to the interested parties for submission of bids. The purpose of this RFP is to provide the applicants with information to assist the formulation of their proposals. This RFP does not claim to contain all the information each applicant may require. Each applicant should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP and where necessary obtain independent advice. Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP. No contractual obligation, whatsoever, shall arise from the RFP until a formal contract is signed and executed by duly authorized official of the Bank with selected Bidder.
- b) Bank reserves the right to cancel the entire empanelment process at any stage, without assigning any reason whatsoever.

**Assistant General Manager  
State Bank of India  
Office Administration Department  
Local Head office  
Sector 17 A, Chandigarh**

**Place: CHANDIGARH  
Date: 16.08.2024**



**DOCUMENTS TO BE ENCLOSED IN THE FOLLOWING ORDER (SELF ATTESTED XEROX COPIES ONLY)**

1. Form No.1, 2 ,3 duly filled in and signed with supporting documents.
  2. Signed copy of RPF (in the all pages by the authorized signatory of the firm/company)
  3. Affidavit stating that the applicant having not been blacklisted / Terminated / debarred by any government institute / C.G /Organisation / PSU / Autonomous body (as per annexure I)
  4. Constitutional documents of the applicant.
  5. KYC documents of the applicant.
  6. Firm Registration certificate.
  7. Income Tax returns for the last 3 years.
  8. Audited Balance sheets for the last 3 years.( In case March 2024 audited Balance Sheet not available than provisional balance sheet duly authenticated by the CA may be submitted.)
  9. Copy PAN Card.
  10. Valid Drug licence certificate.
  11. GST number and Registration letter.
  12. Partnership deed/Partnership registration certificate/MOA /Articles of association in respect of Company
  13. Performance certificates.
  - 14 Valid Licenses / Approvals / Certificates from Government authorities
  15. Copy of telephone bill / valid lease agreement / proof of office having an registered office / branch office in Chandigarh/Tricity.
  16. Authority Letter to submit application.
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**FORM NO: 1**

M/s.

Date:

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E-mail ID :

Tel. No. (O):

Mobile No:

**To**

**The Assistant General Manager  
Office Administration Department  
State Bank of India  
Local Head Office, 3rd Floor  
Sector 17A  
Chandigarh-160017**

Dear Sir,

**APPLICATION FOR EMPANELMENT OF SUPPLIERS FOR SUPPLY OF  
DRUGS/MEDICINES/CONSUMABLES TO DISPENSARY AT SBI, LOCAL HEAD OFFICE,  
sector 17 A Chandigarh-160017**

Having visited the State Bank of India website and after going through the "Terms & Conditions" of the empanelment for supply of drugs/medicines/consumable to the dispensary situated in State Bank of India, Local Head Office, Sector 17 A, Chandigarh-160017, we enclose for your kind consideration the RFP duly signed and sealed by the authorised signatory of our firm/company along with the supporting documents. We confirm that the details filled up are true and correct. We undertake to produce the original of all the papers / documents attached herewith.

2. If we are empanelled by the Bank, we undertake that we shall participate in the commercial bidding process to be conducted separately by the Bank.

3. We understand and undertake that mere submission of application does not guarantee us empanelment and the Bank's decision in this regard shall be final and binding on us.

Yours faithfully,

Authorized Signatory with seal

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**FORM 2**

Sr. No.	Details	To be furnished by the Tenderer
1	a) Name & Address of the firm/ Company/ Proprietorship	
	b) Year of establishment (registration copy to be enclosed)	
2	a) Type of Organization (Company/Partnership/Proprietorship)	
	a) Details of partners/directors/promoters	
3	Whether wholesale Dealer/ Authorised Distributor/Agency	
4	a) Address and contact details of Registered office	
	b) Correspondence Address:	
5	Contact person's Name: Telephone Number: Mobile No.: Fax No: Email Id:	
6	a) PAN No b) GST No. c) Drug License no with validity date (enclosed attested copies)	
7	Name & Address of the Banker with all the details including RTGS/NEFT details etc.	
8	Turnover of the company for the last 3 (three) years. (Copies of audited balance sheet to be enclosed). *(In case March 2024 audited Balance Sheet not available than provisional balance sheet duly authenticated by the CA may be submitted.)	
9	Other information applicant might like to give in support of the application	

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10	a) Whether the supplier has been blacklisted/debarred by any Government department in the past?	
	b) Affidavit of not having blacklisted/terminated/debarred (Annexure) is attached (Yes/No)	
11	Whether holds a valid license on the date of application. Give details of license (enclose attested copies)	
12	a) Details of clients of supplier (Govt/PSU/MNCs etc.) to be given	
	b) Details of empanelment with different organisations (letter of empanelment to be enclosed)	
13	Whether any contract has been terminated in the past on account of violation of laws or deficiency of services/breach of contract, by any clients	
	If yes, details	

We certify that the particulars given above are true and correct.

AUTHORISED SIGNATORY WITH SEAL

Place:

Date:

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**FORM 3:**

**LIST OF WORKS EXECUTED DURING LAST 3 (THREE) YEARS TOWARDS  
SUPPLY OF MEDICINES/DRUGS AND CONSUMABLES**

<b>Sr. No</b>	<b>Name of the firm/ Company</b>	<b>Contact person of the firm (Name, ph.no. &amp; email)</b>	<b>Location of the work</b>	<b>Work Order ref. no. &amp; date</b>	<b>Period of Contract</b>	<b>Contract Amount (Rs.)</b>	<b>Remarks</b>
1							
2							
3							
4							

Note: Copy of the supply order and performance certificate should be enclosed for each work.

Date:





**AFFIDAVIT/ DECLARATION**

The Assistant General Manager  
Office Administration Department  
State Bank of India,  
Local Head Office, 3rd Floor,  
Sector 17 A, CHANDIGARH-160017

Dear Sir,

1 I / We have read and understood the contents of the RFP issued by State Bank of India, containing the eligibility criteria and terms and conditions for empanelment for supply of drugs / medicines / consumables. I fully accept the terms and conditions thereof. I also understand that the Bank reserves the right to accept or reject the application without assigning any reasons.

2 I / We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned /suspended business dealings. I/We further undertake to report to the Asst. General Manager, Office Administration Dept., SBI, LHO, Sector 17 A, Chandigarh-160017, immediately after we are informed but in any case not later than 3 working days, and also undertake to inform ,if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/ suspended in future during the currency of the Contract with you.

3 I/We understand that if any of the information is found wrong/ false at any stage. I/ we are liable to be deregistered from panel of approved contractors/ banned for doing any business dealings or blacklisted or subject to any monetary penalties that be deemed fit and appropriate by State Bank of India.

4 I/we shall keep the Department informed about the changes if any of the particulars furnished by us in our application or in our product specification or discontinuation of production of any item for which we stand successful. We shall give this intimation within a period of 30 days from the date of such change or discontinuation.

5 I/ we shall inform any change in the name of firm and/or my/our office address to your Department duly supported by documentary evidence.

6 I/we will maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a supplier.

7 I/We confirm that I/We have not been convicted by Drug authorities no case is pending against me/us under Drug & Cosmetic Act and Rules.

8 I/We confirm that I/We have not been blacklisted/debarred by Govt agencies or any other department /PSU/MNC

Yours faithfully,

Signature with seal

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