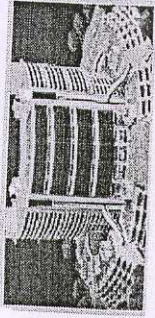


सूचना एवं प्रोत्साहन कार्यालय  
डायरी संख्या: 4770  
दिनांक: 25.4.18  
उत्तरी दिल्ली नगर निगम



**NORTH DELHI MUNICIPAL CORPORATION**  
OFFICE OF THE ADDL. DIRECTOR (HOMOEOP)  
E-1 Block, 13<sup>TH</sup> Floor Dr. S. P. M. Civic Centre,  
Jawahar Lal Nehru Marg, New Delhi-110002.  
E-Mail: [adldirhomoeoindmc@gmail.com](mailto:adldirhomoeoindmc@gmail.com)  
Phone No. 011-23226354

No. Addl. Dir. (Homoeo)/NDMC/2018/D-66

Date: 25/4/18

**NOTICE**

**Subject: Offer of Trade discount on Local purchase of Imported/ Indian Homoeopathic Medicines.**

The North Delhi Municipal Corporation is providing health facility to the Employees & Pensioners and their families through Homoeopathic Dispensary GLM Hospital, Ajmeri Gate, Delhi - 110002 from where Local Purchase of Homoeopathic Medicines is done on daily basis.

Sealed quotations are invited from interested Chemists for offer of Trade discount on various purchases of Imported/Indian Homoeopathic Medicines. The chemist who shall offer highest trade discount on the homoeopathic medicines to the department will be selected for supply of the homoeopathic medicines. The offer shall be valid for a period of 2 years i.e. for the year from 01.04.2018 to 31.03.2020.

All the interested chemists have to submit their quotations in the Diary section of the Office of the undersigned on or before the due date and time.

**Date and time of submission of Quotation** : On or before 08.05.2018 up to 11.00 PM.  
**Opening of Quotation** : On 08.05.2018 at 12.00 PM.  
**Place of opening of Quotation** : Office of Director (AYUSH)

All bidders are requested to be present at the time of opening of sealed quotations.


The trade discount should be quoted both in words and figures. Overwriting or cutting should be avoided and the same should be attested, if any. All the quoted rates should be covered with the transparent tape.

The self attested copy of valid GST No., PAN of the chemist/firm, valid Drug License under the jurisdiction of Delhi and the latest income tax return has to be submitted along with the quotation.

In case the opening date is declared a holiday, the quotations will be opened on next working day at the same place and same time.

**Copy to:-**

1. Director (AYUSH).
2. Addl. Director (IT) with the request to upload the notice with terms & conditions and quotation form on the website of North DMC under News and Events for wide publicity.
3. MO I/c, Homoeopathic Dispensary, GLM Hospital for display on the Notice Board
4. Accounts Officer (H&P)
5. Local Chemists.
6. Office Copy.

  
Addl. Director (Homoeo)

**A. Terms & Conditions/Guidelines for the selection of Chemist: -**

1. Selection of the Chemist for Local Purchase of Homoeopathic Medicines will be finalized by duly constituted Board for the purpose with the approval of Competent Authority.
2. The Chemist shall be selected from those located preferably within 1 km radius of the centre or situated in same pin code area/or chemist willing to supply such medicines within 24 hours.
3. For Pensioner's centre in urban area sealed offer be obtained from at least 10 chemists, while from 5 chemists in rural areas as we have fewer chemists in rural areas.
4. Pre-qualification of chemists :-
  - a. Copy of GST/GST Registration Certificate.
  - b. Copy of PAN.
  - c. Copy of valid Drug License under the jurisdiction of Delhi.
  - d. Latest Income Tax Return
5. The minimum discount acceptable will be :-
  - a. 10% or more for medicines on M.R.P.
  - b. Selection of chemist will be valid for a period of 2 years.
  - c. Chemist quoting maximum discount will be selected.
6. While selecting chemist H-1, will be identified and agreement will be entered into with H1 only.
7. If more than one chemist offers to give similar discount, the order can be equally divided among the selected chemists.
8. Selected Chemists shall be required to supply the medicines within 24 hours.
9. The qualified chemist will submit a security deposit of Rs. 10,000/- for urban areas and Rs.5,000/- for rural areas in the shape of F.D.R. in the name of Commissioner, North Delhi Municipal Corporation.
10. Execution of agreement by selected chemist & North DMC on Rs. 100/- Non judicial Stamp Paper.

*D. K. Singh*  
25/04/2018

**B. The other guidelines for Health Institutions:-**

1. The scheme will be implemented from 1<sup>st</sup> April 2018 in all Health Institutions earmarked for local purchase of medicines.
2. In case any Health Institutions fails to adopt the scheme up to 31.03.2018, the same is likely to be debarred for local purchase of medicines w.e.f. 01.04.2018.
3. In case of emergency situation, the supplier is required to deliver Indent immediately on the telephonic message.
4. Effort shall be made for payments of the supply of items within one month from the date of receipt of bill.
5. The quantity/ quality of supplied medicines/items will be responsibility of the supplier.
6. The supplier will be responsible for proper supply of medicines/ items safely in the hands of concerned officer/pharmacist in the store of the Health Institutions.
7. The selected chemist (s) will have to give an undertaking on non – judicial stamp paper of Rs. 100/- that the supply will be made immediately on receipt of order/telephone message on the same day, failing to supply within 24 hours of order, the order will be automatically stand cancelled and cost of the medicines purchased by the individual to be paid by the chemist on production of receipt.
8. Failure to reimburse the cost of the medicine purchased by the staff, double the cost of the medicine purchased by the individual will be deducted from the bills of the chemists as risk purchase.
9. Failure to supply medicines in time for more than three consecutive occasions, the chemist shall be penalized for non supply of all the items @ Rs. 500/- per day. Rs.200/- per day for making part supplies and Rs. 100/- per day any discrepancy/late supply.
10. Failure to deposit the fine within seven days, double the amount will be debited from the security money.
11. Under any circumstances if the license of the contractor is cancelled or suspended by any authority of Delhi his contact with the Health Institution of North DMC shall be automatically deemed suspended with immediate effect.
12. The Competent Authority holds all rights to cancel the contract of the supplier without assigning any notice/ reason.
13. All legal disputes are subject to Delhi Jurisdiction only.
14. No substitute should be accepted for a medicine.
15. In the concerned Imprest Register a column should be maintained, which shows the discount amount.
16. Every Health Centre, which is in practice of local Purchase of medicines, should follows the guidelines.
17. The guidelines circulated vide letter No. Addl. DHA (M& TB)/2014/1212 dated 22.01.2014 regarding Local Purchase of Medicine continues to be in force.

*[Handwritten signature]*  
22/01/2014

