

EMPANELMENT OF SUPPLIERS

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Tapan Sinha Memorial Hospital, Metro Railway, 28/55, M.N. Sen Road, Kolkata 700040 intended to prepare a panel of suppliers for day to day local purchase of medicines, surgical items and consumables. The suppliers should fulfill the following terms and conditions/criteria for empanelment:

1. The suppliers should have trade license, drug license, current pharmacy registration certificate, GST registration certificate, and current IT return.
2. The suppliers should have their own shop/establishment within 10-15 kms from Tapan Sinha Memorial Hospital, Metro Railway, 28/55, M.N. Sen Road, Kolkata 700040. The shop must have proper storage facilities of medicines, surgical items, medical consumables etc. with cold chain supply system under supervision of qualified manpower.
3. A reasonable rate of discount on MRP should be offered.
4. The suppliers must supply the orders on the same day if the indent is placed 04 hours before closure of OPD timings. In case of life saving emergencies, supply should be on a short notice preferable within one hour of being intimated. Order will be placed either through physical handover or through FAX/email/phone or any other mean.
5. Payment will be made through NEFT.
6. Validity of contract for supply will be for **2 years**.
7. The suppliers will be empanelled after inspection of premises by competent authority.
8. Failure to supply ordered items within stipulated time or denial of supply on more than three occasions will make the suppliers liable to be de-listed from panel with/without any intimation at any time during the contract. Supply of sub-standard drugs will be dealt as per Railway Board letter no. 2014/RS/(G)/79/13, dated 04/06/2018
9. Suppliers have their previous work experiences with government organization/PSU/Private sector will be given preference.
10. Suppliers will be selected on the basis of above mentioned terms and conditions and percentage of discount on MRP, offered by them.
11. Regarding empanelment of suppliers, decision of Hospital authority will be final and binding to everyone.

APPLICATION FORMAT

(7)

To,
The Chief Medical Officer
Tapan Sinha Memorial Hospital
Metro Railway
28/55 M.N. Sen Road,
Kolkata – 700040

Sub: Empanelment of suppliers for Local Purchase of Tapan Sinha Memorial Hospital Metro Railway
28/55 M.N. Sen Road, Kolkata – 700040

Respected Sir,

In reference to your advertisement published on(Name of newspaper) dated
.....the following particulars are given below. :

1.	Name of supplier	
2.	Name of proprietor	
3.	Name of registered Pharmacist	
4.	Postal address	
5.	E-mail address	
6.	Telephone number (Office & home)	1. 2.
7.	Bank name & Account No.	
8.	Distance from Tapan Sinha Memorial Hospital Metro Railway, 28/55 M.N. Sen Road, Kolkata – 700040	
9.	Discount on MRP (Not less than 15%)	
10.	Work experience with Govt. sector/PSU/Private hospital if any	
11.	Certificate attached :- (a) Drug License (b) Trade License (c) Current Pharmacy registration certificate (d) GST registration certificate (e) IT return (Current F.Y.) (f) Credential certificate if any	

I/We..... (Name of proprietor) do hereby declare that the entries made in the application as well as the documents enclosed along with the application form are true to the best of my knowledge. In case of any wrong information/incorrect documents produced by me/us, the Chief Medical Officer reserves the right to cancel/terminate the application without prior notice/assigning any reason whichever is applicable.

Signature

Official seal with date