

INDIAN INSTITUTE OF TECHNOLOGY MANDI
EXPRESSION OF INTEREST

No. IIT Mandi/EOI/2024/700

Dated: 24-01-2025

EOI dated: 24-01-2025

Last date for submission of Proposal: 10-02-2025

Date of opening of the Proposal: 11-02-2025

Indian Institute of Technology Mandi- 175005, Kamand

Telephone: 01905267024

Email: ceac@iitmandi.ac.in

IIT Mandi invites Expression of Interest (EOI) for the below mentioned Commercial Establishment in the Campus:

Type of Commercial Establishment – Pharmacy at North Campus

IIT Mandi invites Expression of Interest (EOI) through e-mail for the above mentioned commercial establishment (**Pharmacy**) in the Institute. The application with supporting scanned documents must be emailed to IIT Mandi (ceac@iitmandi.ac.in) by 05:00 pm on or before **10-02-2025**. The interested bidders/firms must have good experience of running similar services and should be in existence continuously for at least last 2 to 3 years. It should be noted that the staff involved in running the pharmacy must be skilled and well trained in all aspects of work/services to be provided. The staff should be properly dressed.

All the bidders who intend to run the **Pharmacy** at North campus, IIT Mandi are encouraged to visit the site and accordingly submit the proposal.

As part of the application, an interested vendor should submit the following details:

- **Technical Information:** It shall contain information regarding registration, experience and other details of the firm to judge the suitability of the vendor. (**Annexure-A**)
- **Eligibility Criteria:**
 1. The chemists/drug retailer/medical store should be in existence continuously for at least last 2 to 3 years (copy of licence held for last two years have to be submitted).
 2. The chemists/drug retailer/medical store must hold valid licenses as on date of submission of document issued by Drug Control Authority of the State under the provision of Drugs and Cosmetics act, 1945. The successful bidder/firm will further ensure that their license remain valid on the date of apply and till the end of the contract period.
 3. The chemist must not have been convicted by the state drug authorities and no case should be pending under the Drug and Cosmetics act and rules.
 4. The vendor should have experience of running similar medical stores/establishments.
 5. Copy of valid GST Registration certificate.
 6. A copy of PAN allotted to the firm.
 7. Performance certificate from the institutions where the firm has been supplying medicines, surgical items and consumables should be provided.
 8. Presence of proper storage and cold chain supply system in the vendor's establishment.
 9. The vendor should follow applicable drug & cosmetic licenses and CMO/PMO of the Health Centre of IIT Mandi will ensure compliance through periodic checks.

Only those parties will be considered who are found suitable and meet the eligibility criteria decided by the Evaluation Committee. Decision of Committee after evaluating all other factors will be final in this regard.

The contract will be awarded initially for a period of one year to the successful vendor. This period may be extended in future with mutual consent, on yearly basis after reviewing the previous performance of the bidder/firm and need of the Institute. Requirement for future extension will lie

with IIT Mandi and the bidder/firm will not have any right on extension of the contract. The successful bidder/firm shall be bound to execute an agreement on non-judicial stamp paper of Rs. 100/-. The Institute considering the benefit of its residents' community, reserves the right to reject some or all the applications without assigning any reason whatsoever.

Timings:

The service hours of the above mentioned commercial establishment shall be between **9:00 AM and 09:00 PM** for **all seven days of the week** i.e., the pharmacy will remain open for whole of the week. The time for opening and closing of the shop may be flexible depending upon the requirements of the community and can change with mutual consent which will be intimated in writing. The pharmacy will remain open in vacations too.

Rent/Charges:

The bidder/firm shall pay monthly rent in advance @ minimum rate of Rs. 1865/- plus GST 18% etc. per month. Electricity, as per the actual at commercial tariff of HPSEB Ltd. raised by IIT Mandi, Estate Department will be charged from the bidder/firm. Also the water charges @ Rs. 100/- per month, if the separate tap is provided will also be leviable from the date of occupation. The rent can be enhanced @ 10% per annum. The rent should be deposited by 7th of every month.

The bidder can offer higher rent than Rs. 1865/- per month the minimum specified above and at Srl. No. 10 of Annexure-B. The rent offered by the bidder will be taken into consideration in addition to the other criteria fixed by the committee. If contract is awarded, the bidder should be in position to take over the possession immediately.

Security Deposit:

The bidder shall deposit a security deposit of Rs. 50,000/- (Rupees Fifty thousand only) with the Registrar, IIT Mandi, in the form of **demand draft** in the name of 'Registrar IIT Mandi', which shall be refunded, without any interest thereon, after the end of the contract after adjusting the amount of any damage caused to IIT Mandi by any omission or discrepancy on the part of the bidder or his employee.

-Sd/-

**Chair, Commercial Establishment Advisory Committee
IIT Mandi**

Application form for Technical Evaluation

(A scanned copy of the duly filled in form and supporting documents should be sent via email before the deadline)

- 1) Name of the Registered Firm/Agency: _____

- 2) Address of the Registered Firm _____

- 3) Firm/Agency Registration No. _____
Date of registration of Firm/Agency _____
PAN No. _____
GST Registration No. _____
License No. issued by Drug Control Authority of the State under the provision of Drugs and Cosmetics act, 1945. _____

- 4) Type of Organization
(whether Proprietorship, Partnership, Private Ltd. Company or Co-operative body etc. In case the applicant is a non-individual, certified copy of a Partnership deed/ Certificate of Incorporation/Certificate of Registration issued by the Registrar of Cooperative Societies/ as the case may be enclosed): _____

- 5) The bidder should not have been debarred or blacklisted by any Central/State Governments Departments/Autonomous Institution/Educational Institutions in India. An affidavit to that effect on **non judicial stamp paper** should be submitted in original. The format of the affidavit is attached with the Expression of Interest (EOI) as **Annexure B**.

- 6) Name of the Proprietor, Partners/Directors of the company _____

- 7) Years of relevant experience (Authentic details may please be attached): _____

- 8) Annual Revenue _____

- 9) Address and phone numbers _____

- 10) **Discount offered by the bidder/firm on MRP _____ (percentage of discount)**

- 11) **Rent offered by the bidder/firm for running a Pharmacy Rs. _____ per/month (excluding GST, electricity and water charges).**

Signature of applicant with seal

Declaration Regarding Blacklisting / Debarring For Taking Part in Expression of Interest (EOI)
(To be executed & attested on non judicial stamp paper of Rs. 10/- by the bidder)

I/We _____ (bidder) hereby declare that my/our firm/agency namely M/s _____ has not been blacklisted or debarred in the past by Union / State Government or organization from taking part in Government tenders in India.

(Or)

I / We _____ (bidder) hereby declare that my/our firm/agency namely M/s. _____ was blacklisted or debarred by Union / State Government or any Organization from taking part in Government tenders for a period of _____ years w.e.f. from _____ to _____. The period is over on _____ and now the firm/agency is entitled to take part in Government tenders.

In case the above information found false I/We are fully aware that the tender/contract will be rejected / cancelled by Registrar, IIT Mandi and the security money shall be forfeited.

Name_____

Address_____
