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**All India Institute of Medical Sciences  
Bilaspur, H.P. 174001  
Procurement Section**

E-mail: [procure\\_drug@aiimsbilaspur.edu.in](mailto:procure_drug@aiimsbilaspur.edu.in) , [storeofficer@aiimsbilaspur.edu.in](mailto:storeofficer@aiimsbilaspur.edu.in)



File No. AIIMS/BLS/(G)/2024-44

Date: 25.06.2024

**Subject: Adoption of Rate Contract of INI (AIIMS, PGI Chandigarh etc.) and ESIC for Procurement of Drugs, Chemicals, Crystalloids (I.V. Fluids), Reagents and Consumables (Surgical) till the institute specific rate contract is finalized reg.**

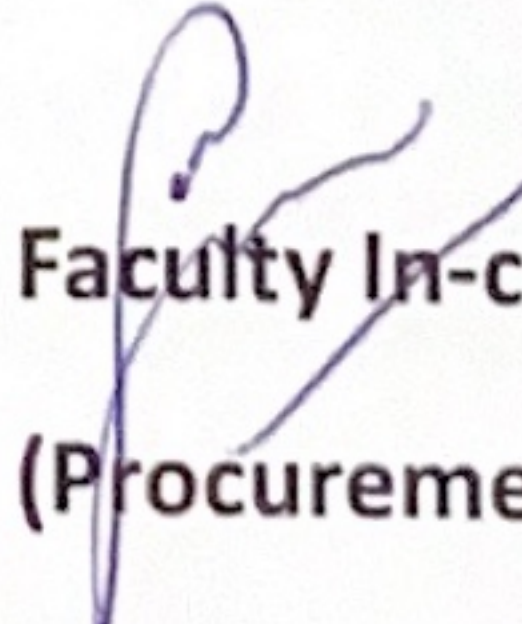
**NOTICE**

As per the approval of the competent authority, all the interested registered Rate Contract Vendor/Supplier of Institute of National Importance (AIIMS, PGI Chandigarh etc.) & ESIC for Drugs, Chemicals, Crystalloids (I.V. Fluids), Reagents and Consumables (Surgical) are invited for establishment of adoption of Rate Contract (RC) with AIIMS Bilaspur on same terms and conditions as agreed with principal institute. The procedure is as follows.

1. Eligible vendor/supplier will submit the duly certified copy of Signed Rate Contract (RC) with INI & ESIC from concerned institute along with the declaration (Annexure-1) to Procurement Section, 3<sup>rd</sup> Floor, Academic Block, AIIMS Bilaspur, H.P. 174001 within **Three weeks (21 days)** of issuing the notice.
2. The Institute will Scrutinize and compare the submitted copies of rate contract.
3. Firms will be shortlisted/ empaneled based on lowest rates among the submitted rate contracts and other terms and conditions.
4. Agreement may be signed accordingly with the selected firms. Undertaking of rate contract firm to supply Drugs, Chemicals, Crystalloids (I.V. Fluids), Reagents and Consumables (Surgical) at the same rate and same terms & conditions (F.O.R) to AIIMS Bilaspur HP (174001).
5. Placing Supply Order to the Rate Contract Firm.

If any clarification is required regarding this kindly contact through email:

[procure\\_drug@aiimsbilaspur.edu.in](mailto:procure_drug@aiimsbilaspur.edu.in)

  
Faculty In-charge  
(Procurement)



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**Annexure-1**

**Declaration**

I /we, M/s. ( Name of Firm ) , agree to supply the medicines/  
Consumables to AIIMS Bilaspur for following Standard Terms and  
conditions in Reference to Rate Contract No. (RC No.) with ( Name of  
Principal Institute ).

**These standard terms and conditions are additional term and conditions to original NOA/Agreement signed with principal INI. If any condition is contradictory the following standard terms and conditions should be applicable.**

- 1) In case of Drugs/Consumables with Shelf life:
  - a) Stock should be supplied to this Institute from the latest batch and such a stock should have a minimum shelf-life period of 75% (life span of drugs/consumables 3/4<sup>th</sup>), depending upon the normal potency prescribed.
- 2) Each supply and batch should be accompanied with a copy of Certificate of Analysis (COA) from Government approved drugs/consumables testing laboratory/NABL accredited labs/any other testing agency (whichever applicable). Failure to comply may lead to rejection of supply. First supply of the item should accompany with manufacturing license/import license mentioning the name of the item supplied.
- 3) The bidder will invariably supply with Stamp as "AIIMS, BILASPUR (HP) SUPPLY NOT FOR SALE" along with Batch No., Manufacturing Date & Expiry Date of Drugs.
- 4) In case of any discrepancy observed in any Medicine during inspection, the supplier will be responsible for withdrawal of the same on his own cost.
- 5) In case of defective Drugs/Consumables, 100% withdrawal will be done by the Supplier at his own cost.
- 6) Supplies should be Delivered to Faculty In charge (Stores), Store Section, Block D, AIIMS, Bilaspur (HP) - 174001, and should be door delivered to the Drug Store/ Consumable Stores.
- 7) The entire first installment should be executed within 45 days from the date of issue of supply order. If the supply is not executed within 45 days, the supply order will be cancelled and alternate procurement action will be undertaken. The difference in cost (Minimum Rs.1500) will be recovered from the defaulted supplier as penalty.
- 8) If part supply is ordered the supplier must execute the mentioned part supply at once. Split part supply is not accepted.

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9) LIQUIDATED DAMAGES: Supplies made after the stipulated period may be accepted if required, by levying a penalty at the rate of 0.5% of the total value of the order Per week or a part thereof, for a maximum of 10% . However, the decision is purely on the discretion of the Executive Director, AIIMS, Bilaspur (HP).

10) PAYMENT TERMS:

- a. The payment would be made for actual supply taken and no claim in this regard should be entertained. 100% payment will be made on receiving goods in store conforming to approved quality and ordered quantity.
- b. No payment shall be made for rejected stock. Rejected items must be removed by the supplier within two days from the date of rejection at their own cost and replaced immediately. In case rejected items are not removed, these will be auctioned at the risk and responsibility of the suppliers without notice.
- c. Four copies of supplier's invoice showing contract number, goods description, quantity, unit price and total amount with revenue stamp.
- d. Two copies of the packing list identifying the contents of each package.

**General Instructions:**

- 1) The material will be received between 2.00 P.M. to 4.00 P.M. Only on working days and between 11.00 A.M. to 12.00 Noon Only on Saturdays.
- 2) Please produce the copy of Supply Order at the time of supply.
- 3) Firm has to make a supply of the item within the specified date of delivery. No reminder would be sent in this regard. If supply is not within the specified date. Supply order will be cancelled, Hospital store will proceed to arrange the item from market and amount incurred. On this account, will be recovered from your pending dues or from EMD/Performance Security under risk purchase clause to avoid loss to the institute.

Kindly Share the Distributor Details if applicable

- Firms (Distributor) Name.
- Contact details along with email id.
- Address

Signature with firm's Seal