

NIT No.: 9.Adm.(iv)R/2014-E(Med.)

Date : 07/05/2020

E- TENDER DOCUMENT

SUPPLY OF ALLOPATHIC MEDICINES/DRUGS OF GOOD EFFICACY TO CSIR-CMERI BENEFICIARIES THROUGH AN OUTLET IN CSIR-CMERI COLONY, DURGAPUR.

PUBLISH DATE & TIME OF E-TENDER : 07/05/2020 (at 9.00 A.M.)

**START DATE AND TIME FOR DOWNLOADING OF
E-TENDER DOCUMENTS : 07/05/2020 (11:00 A.M.)**

**LAST DATE AND TIME FOR SUBMISSION
OF E-TENDER DOCUMENTS : 27/05/2020 (up to 2:30 P.M.)**

**DATE AND TIME OF OPENING
OF E-TENDER (Technical Bid) : 28/05/2020 (at 3:00 P.M.)**



**CSIR-CENTRAL MECHANICAL ENGINEERING RESEARCH INSTITUTE
(Council of Scientific & Industrial Research)
Mahatma Gandhi Avenue, Durgapur-713209.**



CSIR-CENTRAL MECHANICAL ENGINEERING RESEARCH INSTITUTE
(Council of Scientific & Industrial Research)

Mahatma Gandhi Avenue, Durgapur-713209(W.B.)

**SUPPLY OF ALLOPATHIC MEDICINES/DRUGS OF GOOD EFFICACY TO CSIR-CMERI
BENEFICIARIES
THROUGH AN OUTLET IN CSIR-CMERI COLONY, DURGAPUR.**

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Note :

The bidders are advised to check that they have received all the above documents. The nature and the site of works may be inspected by the bidders personally, if desired, at CSIR-CMERI Dispensary in CSIR-CMERI Colony, Durgapur (W.B.) during working hours. Online Bank Transfer through SBI iCollect (<https://www.cmeri.res.in> -> Opportunity -> Online payment) / Demand Draft for Rs. 3,00,000/- (Rupees Three Lakh only) towards earnest money deposit (EMD) may please be submitted before opening the Technical Bid. The scanned copy of the DD/payment receipt of SBI iCollect may be submitted online along with other bidding documents and hard copy of the same may be deposited in Medical Cell during office working hours.

Signature of the Proprietor/Partner _____

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E-TENDER NOTICE



CSIR-CMERI

CSIR-CENTRAL MECHANICAL ENGINEERING RESEARCH INSTITUTE
(Council of Scientific & Industrial Research)

Mahatma Gandhi Avenue,
Durgapur-713209

NIT No. 9.Adm.(iv)R/2014-E(Med.)

Date : 07/05/2020

NOTICE INVITING E-TENDER

E-Tender for supply of Allopathic MEDICINES/DRUGS of Good Efficacy to CSIR-CMERI beneficiaries through an outlet in CSIR-CMERI Colony, Durgapur

E- Tenders under two bid system (Technical Bid & Price Bid) are invited from reputed Allopathic MEDICINES/DRUGS Stores / Firms with annual turnover of Rs. 70.00 Lakh (Rupees seventy lakh only) and more in at least 1 year for the last 3 years, holding valid Drug license, trade license, retail drug license issued from Drug Controller, having PAN and GST Nos., documented trade experience of at least 2 years for supply of allopathic MEDICINES/DRUGS of Good Efficacy to any Government/ reputed Private organization, for supplying of MEDICINES/DRUGS through an outlet in CSIR-CMERI Colony, Durgapur. Approximate annual expenditure on MEDICINES/DRUGS may be Rs. 1.50 Crore. The contract will be initially awarded for 2 years and it may be extended by another 1 year subject to mutually agreed conditions.

Detailed E-Tender documents can be downloaded from <http://www.etenders.gov.in>. Payment for the cost of tender document should be made through Online Bank Transfer using SBI iCollect / crossed Demand Draft from any scheduled bank drawn in favour of 'Director CMERI' payable at Durgapur. Bidders will submit scanned copy of the payment receipt online and hard copy will be deposited in Medical Cell. Validity of tender will be 90 days from the date of opening of tender. Earnest deposit money in the form of demand draft should be drawn in favour of Director, CMERI, payable at Durgapur. Cost of Tender documents is non-refundable & non-transferable. Earnest Money is liable to be forfeited if the successful bidder fails to start the work immediately and in any case within 7(Seven) days from the date of work order.

- i. Publish Date & Time of E-tender documents : 07/05/2020 (at 9:00 A.M.)
- ii. Cost of Tender document : Rs. 1000/-
- iii. Start date and time for download of E-Tender documents : 07/05/2020 (11:00 P.M.)
- iv. Last date and time for submission of E-Tender documents : 27/05/2020 (up to 2:30 P.M.)
- v. Date & time of E-Tender opening (Technical Bid) : 28/05/2020 (at 3:00 P.M.)
- vi. Earnest Money Deposit (EMD) to be submitted along with the E-Tender : Rs. 3,00,000/-

The details of the advertisement and tender documents are available in CSIR-CMERI website: <https://www.cmeri.res.in> or <http://www.etenders.gov.in>

The Director, CSIR-CMERI reserves the right to accept/reject any or all the Tenders without assigning any reason.

(Administrative Officer)

Signature of the Proprietor/Partner _____

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NOTICE INVITING E-TENDER

CSIR-CMERI, Durgapur invites e-tenders from reputed Stores/ Firms of Allopathic MEDICINES/DRUGS for supply of Allopathic MEDICINES/DRUGS of Good Efficacy as required to the Employee/Pensioners/Family Pensioner and their dependant family members of CSIR-CMERI against the prescription/requisition slip issued by the Medical Officers of CSIR-CMERI Dispensary by opening an outlet inside the CSIR-CMERI Colony at the place substituted by CSIR-CMERI authorities. The outlet should be managed by Pharmacist and shall remain open during Dispensary working hours. The successful bidder has to obtain a Valid Drug License for exclusively dispensing medicine from this outlet.

Sl. No.	Events	Dates
1.	Publish Date & Time of e-tender documents	07/05/2020 (9:00 A.M.)
2.	Cost of Tender document	Rs. 1,000/-
3.	Start date and time for downloading of E-Tenders document	07/05/2020 (11:00 P.M.)
4.	Last date and time for submission of bidding document	27/05/2020 (up to 2:30 P.M.)
5.	Date & time of E-Tender opening (Technical Bid)	28/05/2020 (at 3:00 P.M.)
6.	Earnest Money Deposit (EMD) to be submitted along with the Tender	Rs. 3,00,000/-

Interested medical stores/firms, having annual turnover of Rs.70 lakh (Rupees seventy lakh only) or more at least in 1 year for the last 3 years and agreeing to supply the required MEDICINES/DRUGS against the requisition of Medical Officer, may download the E-Tender documents from the website <http://www.etenders.gov.in>. on payment of Rs. 1,000/- (Rupees One Thousand only) as tender document fee, which is non-refundable and non-transferrable, in a crossed Demand Draft in favour of Director, CMERI, payable at Durgapur from the start date & time of the e-tender.

The E-Tender documents are in two bid system i.e, Technical Bid and Price Bid.

- I. **TECHNICAL BID** : The technical bid will have contain the documents/certified copies of certificates as prescribed at Sl. No.7 of the Tender document.
- II. **PRICE-BID** : The Price Bid will mention the proposed discount in percentage on the maximum retail price (MRP) of the required MEDICINES/DRUGS of Good Efficacy to be supplied. The bid has to be submitted in the enclosed proforma (Annexure-IV) of the tender document. No conditional offer will be entertained.

Signature of the Proprietor/Partner _____

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The E-Tender documents, complete in all respects along with scan copy of payment receipt of EMD of Rs. 3,00,000/- (Rupees Three Lakh only), have to be submitted through e portal on or before 27/05/2020 (up to 2:30 P.M.). The Technical Bid part of the e-tender shall be opened on 28/05/2020 (at 3 P.M.) in the presence of authorized representatives of the bidders as available and evaluated by a committee duly constituted by the Competent Authority, CSIR-CMERI. The bids that fulfill the laid down eligibility criteria evidenced by the supporting documents as mentioned in the e-tender document will be eligible for opening of their price-bids. The EMD of unsuccessful bidders will be refunded. However, the e-tender document (technical bid & Price Bid) of unsuccessful bidders will be retained. The bidder who offers the **maximum percentage of discount/less/rebate** etc. on the maximum retail price (MRP) of the MEDICINES/DRUGS of Good Efficacy will be considered for award of the contract. If two or more highest bidders (**in terms of discount offered**) quote the same price offer, then they will be given a chance to submit their counter offer.

However, the Director, CSIR-CMERI reserves the right to accept or reject any or all the e-tender without assigning any reason thereof.

Signature of the Proprietor/Partner _____

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ANNEXURE-I

TERMS AND CONDITIONS

1. INSTRUCTIONS TO BIDDERS :

- i. Tenders/quotations must be submitted online through <http://www.etenders.gov.in> from Start date and time after downloading of E-Tenders as mentioned in the table of NIT.
- ii. E-Tender must be submitted in two bid system (Technical Bid & Price-Bid). The Technical bid should contain all the documents along with Demand Draft towards EMD etc. as mentioned in the Sl. No.7 of this tender document. The Price Bid will contain the proposed discount in percentage on the maximum retail price (MRP) of the required MEDICINES/DRUGS of Good Efficacy to be supplied as per Annexure IV. The two bids will be opened separately.
- iii. The offers must be neatly typed/hand written documents to avoid any errors or misrepresentation/misinterpretation.
- iv. Each page of the e-tender documents and copies of other required documents should be signed and stamped as mark of the acceptance of the terms and conditions of the tender.
- v. Incomplete e-tenders in any form shall be treated as non-responsive, hence, rejected.
- vi. The percentage of discount offered on the printed maximum retail price (MRP) of the MEDICINES/DRUGS of Good Efficacy in the Price-Bid will be the basis for deciding the successful bidder, subject to compliance of stipulated terms & conditions of the tender. **No tax claim will be considered extra on discounted price.**
- vii. If two or more highest bidders (in terms of discount offered) quote the same price offer, then they shall be given a chance to submit their counter offer.

2. SCOPE OF WORK OF SUCCESSFUL BIDDER :

- i. The successful bidder shall have to open an outlet in Dispensary premises at CSIR-CMERI colony for dispensing of medicines/drugs of good efficacy. **The successful bidder has to obtain a Valid Drug License for exclusively dispensing medicine at this outlet from Drug Controller within 90 days after getting awarded.**
- ii. The successful bidder shall have to supply MEDICINES/DRUGS of Good Efficacy to the bonafide staff members/pensioners/family pensioners and their dependant family members of the Institute strictly as per the prescription slips/requisition issued by the authorized Medical Officers of the Dispensary.
- iii. The Pharmacists from the qualified bidder must be available for identifying and dispensing the required MEDICINES/DRUGS of Good Efficacy to be supplied to the staff/pensioners/family pensioner and their dependant family members of the Institute **strictly during the Dispensary working hours.**
- iv. The successful bidder should maintain appropriate pharmacy management software for recording the availability of stock, Patient's Name, Patient's Medical

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Card Number, Patient's details of taking medicine, medicine's batch number, name of manufacturer, expiry date in the computerized invoice/ bill at the time of supply of the required MEDICINES/DRUGS and which is accessible online to the Medical Officers to see for prescribing the medicines/drugs accordingly. It is required to generate two invoice/bills: One invoice/bill duly signed by the beneficiaries along with prescription slip is to be submitted to the office for payment and another invoice/bill should be handed over to beneficiaries at the time of delivery of MEDICINES/DRUGS.

- v. Medicine of Good Efficacy prescribed should be supplied without any substitute unless approved by Medical officer.
- vi. The successful bidder will have to maintain sufficient stock of regularly prescribed all brands of MEDICINES/DRUGS of Good Efficacy at all times to avoid inconvenience to CSIR-CMERI beneficiaries availing medical benefits from CSIR-CMERI Dispensary.
- vii. In case of failure or refusal to supply of the required MEDICINES/DRUGS of Good Efficacy in normal circumstances, the contract is liable to be cancelled at his risk and cost. Arrangement of medicine to be made within 8(eight) hours and the cost will be borne by the vendor.
- viii. The successful bidder shall have to pay license fee of Rs. 1,000/- (Rupees One Thousand only) per month for the outlet, in addition to actual charges for electricity and water on monthly basis by means of Demand Draft/AC Payee cheque/NEFT/RTGS.
- ix. The outlet space provided shall be vacated by the vendor on completion/ termination of the contract. At the time of vacation, it must be in same status as handed over at the time of occupation without any alteration or unapproved modification. Any damage appeared / occurred due to firm/ their representatives will be repaired at the cost of the firm, the same will be charged / deducted from the vendor account/ last due bill (s) / Security Deposit. The entire job of collection of MEDICINES/DRUGS stores and its distribution will be responsibility of firm for smooth management through their engaged manpower.

3. PERIOD OF CONTRACT :

The contract shall be awarded for a period of 2(Two) years (including initial trial period of 6(Six) months). The continuance of contract after 6(Six) months trial period depends on the evaluation of performance by a Committee and its recommendation. However, the Director, CSIR-CMERI reserves the right to cancel the contract before the expiry of the contract period at his discretion. The contract may also be extended by another 1(One) year beyond contract period of 2(Two) years, subject to mutually agreed conditions.

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4. CSIR-CMERI OBLIGATIONS :

The Institute will provide suitable space to the successful bidder for opening the outlet with a separate electricity meter & locking facility for regular functioning of the outlet during the contract period. There will be a provision of water supply facility at the outlet, if required. Licensing fee of Rs. 1,000/- (Rupees One Thousand only) per month for the outlet, the cost for water and electricity on prevailing rates will be charged extra from the successful bidder on actual consumption basis.

The Institute may provide suitable Pharmacy Software for maintaining onsite stock of medicines. In that case, the selected bidder may have to require to maintain their medicine stock in the software provided by CSIR-CMERI.

CSIR-CMERI shall not be responsible for any kind of dispute and non-readiness of the MEDICINES/DRUGS of Good Efficacy during dispensing to the authorized beneficiaries.

5. LIABILITY OF BIDDERS :

5.1 ENGAGEMENT OF STAFF AND MAINTENANCE OF THE OUTLET

- a. The successful bidder will have to open an outlet in Dispensary premises at CSIR-CMERI colony for dispensing of medicines/drugs of Good Efficacy and has to obtain a Valid Drug License for exclusively dispensing medicine from this outlet. The MEDICINES/DRUGS shall be provided through the outlet immediately on receiving of prescription along with computerized Invoice/bills in duplicate.
- b. The Pharmacists will be deputed / available as the representatives of the successful bidder for identifying and dispensing MEDICINES/DRUGS of Good Efficacy to the Staff/Pensioners/Family Pensioner and their dependant family members of the Institute during the dispensary working hours.
- c. The list of representatives to be deputed in the outlet must be submitted by the successful bidder along with their names, parentage, age, residential address, specimen signature with passport size photograph. Such representatives must maintain all disciplines inside the Institute's premises and should not be a cause of disturbance of any form. Consumption of any kind intoxicants/smoking is strictly prohibited in the complex.
- d. The premises / provided space will not be used for any other purposes and not to sublet for any individual/ party/ organization/ company.
- e. The successful bidder will not stock any inflammable or otherwise dangerous or unethical or immoral materials and goods in the premises.
- f. The successful bidder must keep the outlet open **during the CSIR-CMERI Dispensary working hours i.e. from 08:30 A.M. to 01:00 P.M. and from 04:00 P.M.**

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to 07:30 P.M. from Monday to Saturday except Sunday and other declared holidays. However, the representatives will be readily available in contact and must have to dispense the MEDICINES/DRUGS of Good Efficacy to the beneficiaries as and when required.

- g. The successful bidder will comply with all statutory provisions governing such business with provisions of labour Laws and Drug laws in respect of staff and transaction in CSIR-CMERI outlet. CSIR-CMERI authority will in no way be held responsible for any such lapses.
- h. Any MEDICINES/DRUGS, which the Medical Officer of the Dispensary doesn't want should not be stored or kept in the outlet stock.

5.2 DELIVERY OF MEDICINES/DRUGS :

- a. The delivery of MEDICINES/DRUGS of Good Efficacy will be made through the outlet immediately after the prescription is issued by the medical officer. On rare occasions it will be allowed to supply the medicine on the same day or latest by next working day. In case of emergency, the medicine may be delivered at the residence of the patients at CSIR-CMERI Colony, as directed by the Medical Officer.
- b. The successful bidder should maintain appropriate searchable Pharmacy Management Software for issuing the required medicine prescribed by the M.O., CSIR-CMERI through prescription slip/online and dispensing will be made accordingly besides generation of the computerized bill/invoice in duplicate. The computerized bill/invoice must be issued to the patient for getting his/her signature at the time of delivery from the outlet counter. One bill/invoice will be handed over to the beneficiaries and the other bill which is already signed by the beneficiaries will be used for submission for payment.
- c. Minimum quantity of common required MEDICINES/DRUGS of Good Efficacy should be kept in the stock as per the list to be instructed by the Medical officer. If the stock is found deviating from it, it will be treated as serious lapses and necessary action will be initiated by the competent authority.
- d. MEDICINES/DRUGS of Good Efficacy as prescribed by M.O., CSIR-CMERI will not be substituted in any case.
- e. If any MEDICINES/DRUGS as prescribed by the Medical Officer are supplied late/delayed after next working day, the penalty a sum of Rs. 500/- (Rupees Five Hundred only) for each case will be charged and deducted from the next fortnight bill with intimation to the bidder.

5.3 NON-AVAILABILITY OF MEDICINES/DRUGS :

When MEDICINES/DRUGS of Good Efficacy as required are not available with the vendor for supply, the same may be substituted by the Medical Officers in his/her

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discretion. In case the medicine is not available in the market, the retailer will give a non-availability slip/certificate in the prescription/requisition slip to the beneficiaries. However, this should be restricted to maximum 3% (Three Percent) of the total number of prescriptions in a month.

5.4 LOOSE SUPPLIES:

MEDICINES/DRUGS of Good Efficacy are required to be supplied in original packing of manufacturer as prescribed by the M.O., CSIR-CMERI. However, in case of the quantity of a certain prescribed medicine is less than that is in a single strip, the same will be supplied by cutting from a fresh strip/box having valid details of the expiry date or from the leftover portion of an already used strip having a valid expiry date. **Any Loose supplies without having valid expiry details must not be dispensed to the beneficiaries in any time.** All medicines/drugs of Good Efficacy for supply must have valid details of expiry date. Any discrepancy, if found, strong action will be initiated against the Vendor by the competent authority of CSIR-CMERI.

5.5 QUALITY OF MEDICINE:

In case it is found that any particular medicine supplied is substandard or spurious or beyond the expiry period, the business with the vendor will be suspended for a period of 5(Five) years besides any other appropriate legal action as admissible under the law.

5.6 RECORD TO BE MAINTAINED :

The successful bidder has to mention batch number and name of manufacturer, expiry date in the invoice/bill at the time of supply. Medicine prescribed should be supplied without any substitute without getting permission from Medical Officer. The bidder has to use retail pharmacy software during supply of medicines to issue invoice/ bill etc. to an individual bonafide staff member and as well as for maintaining stock of medicines at any point of time during the terms of contract.

5.7 LIFE PERIOD :

The shelf life of Medicine/Drugs to be supplied should have 6(Six) months or more. The security deposit is also liable to be forfeited if the performance of the contract is not satisfactory.

5.8 The successful bidder will not dispense any medicines other than prescribed MEDICINES/DRUGS of Good Efficacy and also will not be allowed to sell MEDICINES/DRUGS through outlet to general public.

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5.9 The successful bidder will be responsible for safe custody of the MEDICINES/DRUGS to be kept in the outlet. CSIR-CMERI will not be responsible for the security of the outlet. The vendor may insure the outlet at his own cost, if felt necessary.

6. EMD (Earnest Money Deposit) :

EMD to be deposited should be in the form of Demand Draft from a Nationalized Bank for **Rs. 3,00,000/- (Rupees Three Lakh only)** drawn in favour of the Director, CMERI, payable at Durgapur. Bidder should submit the scanned copy of the DD through online and hard copy will be deposited in Medical Cell. Bidding documents received without the EMD shall be summarily rejected. EMD may also be deposited through SBI iCollect and submit scanned copy of the payment receipt online and hard copy generated will be deposited in Medical Cell.

7. ELIGIBILITY CRITERIA FOR BIDDERS :

- i. The bidders must have annual turnover of Rs. 70 lakh (Rupees Seventy Lakh only) or more at least in 1(One) year for the last 3(Three) years, agreeing to supply the required MEDICINES/DRUGS of Good Efficacy against the requisition of Medical Officers, CSIR-CMERI at the outlet to be opened in the premises of the CSIR-CMERI Colony.
- ii. The bidders must have at least last 2(Two) years of documented experience in the business.
- iii. The bidders must have valid GST No. / Registration Certificate.
- iv. The bidders must have valid PAN Card
- v. The bidders must have Income Tax Clearance Certificate for last 3(Three) years.
- vi. The bidders must have form 26 AS for last 3(Three) years.
- vii. The bidders must have balance sheets, receipts and payments account and profit & loss accounts statement for last 3(Three) years, certified by authorized Chartered Accountant
- viii. The bidders must have valid Retail Drug license for selling drugs / MEDICINES/DRUGS from Drug Controller.
- ix. The bidders must have No Conviction Certificate issued from Drug Controller for no case pending against bidder.
- x. An Undertaking must be given by the bidders that they will obtain the valid drug license needed exclusively for opening its outlet at CSIR-CMERI colony premises. The outlet will be manned by the Pharmacist during all working hours of the dispensary at no cost to the CSIR-CMERI.

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- xi. In case the bidder has prior experience to supply the MEDICINES/DRUGS to any Government/ reputed Private organization, the bidder should submit the letter of satisfactory performance from the organization or work completion certificate.

8. DOCUMENTS REQUIRED FOR TECHNICAL BID :-

The Technical bid should contain the following documents / certificates :-

- i) Scanned copy of payment receipt/EMD amount of Rs. 3,00,000/- (Rupees Three Lakh only) in form of demand draft drawn in favour of the Director, CSIR-CMERI, Durgapur and payable at Durgapur.
- ii) Copies of the required annual turnover of the bidder for last 3(Three) years.
- iii) Copies of the documented experience at least last 2(Two) years.
- iv) Copies of the balance sheet, receipt and payment account and profit & loss accounts , certified by authorized Chartered Accountant for last 3(Three) years.
- v) Copies of form 26 AS for last 3(Three) years
- vi) Copy of the firm's GST / (REGISTRATION CERTIFICATE)
- vii) Copy of PAN Card of the bidder.
- viii) Copy of Income Tax clearance certificate for last 3(Three) years.
- ix) Copy of the valid Retail license for selling MEDICINES/DRUGS from Drug Controller
- x) No conviction Certificate issued from Drug Controller regarding non-pending of any case against the bidder.
- xi) An Undertaking must be given by the bidders that they will obtain the valid drug license needed for opening its outlet exclusively at CSIR-CMERI colony premises. The outlet will be manned by the Pharmacist during all working hours of the dispensary at no cost to the CSIR-CMERI. License fees, electricity charges and water charges as decided by the CSIR-CMERI is payable by the bidder.
- xii) The e- tender documents to be signed by the bidder in each page as mark of the acceptance of the terms and conditions of the bidder.

9. DOCUMENTS REQUIRED FOR PRICE BID :

Signature of the Proprietor/Partner _____

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The Price Bid will contain the proposed discount in percentage on the maximum retail price (MRP) of the required MEDICINES/DRUGS of Good Efficacy to be supplied. The bidder will submit his price bid in the prescribed proforma of the e- tender document (Annexure-IV). No conditional offer will be entertained.

10. PRODUCTION OF BILL :

The indents / slips / requisitions to be accepted by the retailer must carry the signature of Medical Officer, CSIR-CMERI, Durgapur whose specimen signatures will be supplied duly attested by the Administrative Officer, CSIR-CMERI, Durgapur. The vendor will present their bill generated through computer (in duplicate) for each fortnight's supply on the basis of prescription slip within 10(Ten) days of the closing day of each respective fortnight. The bill duly signed by the beneficiaries should indicate in detail the supply made each day along with the details of the MEDICINES/DRUGS as supplied together with a copy of doctor's prescription. The bills must be submitted along with the prescriptions in original made by the Medical Officers, CSIR-CMERI, Durgapur.

Format for the Bill:

- 1) Serial No.
- 2) Name of the Employee/Pensioner:
- 3) ID No. /PPO No.
- 4) Medical Booklet No.
- 5) Patient Name
- 6) Date
- 7) Amount
- 8) Prescription No.
- 9) Bill No.
- 10) Concerned M.O.
- 11) Medicine name
- 12) Remarks

11. PAYMENT TERMS :

The vendor will be allowed to claim payment twice in a month by submitting the bills duly signed by the beneficiaries with all the necessary documents in complete form (to be prescribed). The payment will normally be arranged within 2 to 3 weeks from the date of presentations / submission of the bill. Payment will be directly transferred to the A/C of the successful bidder. Hence, Bank Mandate mentioning the details of Banker's name & address, A/C No., A/C holder's names & address etc. must be submitted by the successful bidder for receiving of payment after award of the contract. In this respect, Bank Mandate as per format may kindly be submitted.

12. VALIDITY OF TENDER:

The validity of the tender should be 90 days from the date of opening of the tenders.

13. DISPUTE AND JURISDICTION :

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The contract between the vendor and the buyer shall be governed by the Laws of India and any legal disputes arising out this contract shall be referred to Delhi International Arbitration Centre (DIAC), Delhi High Court, New Delhi.

14. ARBITRATION :

Except where otherwise provided in the Contract, all questions and disputes relating to meaning of the specifications, instructions and terms and conditions herein before mentioned and as to the quality of the materials, as to any question, claim, right, matter or thing whatsoever, in any way arising out of or relating to the Contract. Specifications, estimates, instructions, orders or these conditions or otherwise concerning the works, or the execution of the same whether arising during the process of the work or after the completion or abandonment thereof shall be referred to Delhi International Arbitration Centre (DIAC), Delhi High Court, New Delhi.

15. EMPANELMENT/PARALLEL CONTRACT :

The Director, CSIR-CMERI, Durgapur reserves the right to enter into parallel contract simultaneously or at any time during the period of this contract with one or more Chemists / vendors. The Director, CSIR-CMERI may also make a panel of vendors/retailers for supply of MEDICINES/DRUGS

16. SECURITY DEPOSIT :

The successful bidder has to submit a security deposit in the form of bank draft/BG/TDR amounting total of Rs. 6,00,000/- (Rupees Six Lakh only) in the name of Director, CMERI payable at Durgapur which shall be kept with the Institute during the period of contract. No interest will be payable on such deposit. **The security deposit should be submitted within seven days from the date of issue of LOI. The vendor can convert EMD into security Deposit on written request. The sum of security deposit and EMD will not exceed amounting Rs. 6,00,000/- (Rupees Six Lakh only) in any case.**

17. RIGHT OF ACCEPTANCE :

The Director reserves the right to accept the lowest or any other tender and reserves to himself the right of accepting the whole or any part of the tender without assigning any reason what so ever.

- 18.** The Director, CSIR-CMERI shall be under no obligation to procure or purchase MEDICINES/DRUGS of a particular amount from the vendor during the contracted period. The estimated annual amount likely to be incurred may increase or decrease, depending upon the actual requirement of the beneficiaries.

Signature of the Proprietor/Partner _____

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ANNEXURE – II

FORMAT FOR FORWARDING LETTER (to be submitted in the Technical bid)

From :

To,
The Director,
CSIR-Central Mechanical Engineering Research Institute,
M.G. Avenue,
P.O: R.E. College,
Durgapur-713209.

Sub: E-Tender for supply of MEDICINES/DRUGS of Good Efficacy

Dear Sir,

I/We hereby offer our quotation to supply Allopathic MEDICINES/DRUGS of Good Efficacy to CSIR-CMERI, Durgapur by opening an outlet in CSIR-CMERI Colony with valid Drug License against NIT No. _____.

The following documents are attached for your reference.

1. Technical bid along with all requisite documents and EMD amount kept and sealed separately in an envelope with proper superscription.
2. Price bid in prescribed format kept in separate sealed envelope superscribed as "Price Bid" and firm name & address on body of the envelope.
3. Requisite EMD for Rs. _____ DD Nos : _____
Date _____ issuing bank (kept in the Technical bid).
4. Copy of NIT terms & conditions duly sealed and signed as a proof of acceptance of the same.

Thanking you,

Yours faithfully,

(Signature of the Proprietor / Authorized
Signatory with seal & date)

Name _____
(In Capital Letters)

Date : _____

Signature of the Proprietor/Partner _____

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ANNEXURE-IIIFORMAT FOR TECHNICAL BID

1. Name of the Retail Stores / Firm :
2. Address with Phone No. Fax & E-mail:
3. Name of proprietor & Phone No. fax & Email, etc. :
4. Drug License No. :
5. PAN CARD No. :
6. GST No. :
7. We enclose the scanned copy of original DD/online payment receipt towards EMD and self certified copies of the following documents :-
 - i) Scanned copy of payment receipt for EMD amount of Rs. 3,00,000/- in form of demand draft/SBI Collect drawn in favour of the Director, CSIR-CMERI, Durgapur. Hard copy will be deposited in Medical Cell.
 - ii) Copies of the Documents towards required annual turnover of Rs. 70 lakh or more at least in 1(One) year for the last 3(Three) years
 - iii) Copies of the documents towards 2(Two) years experience in business
 - iv) Copy of the firm's GST/ registration
 - v) Copy of PAN Card.
 - vi) Copy of Income Tax clearance certificate for last three years.
 - vii) Copies of form 26 AS for the last 3(Three) years
 - viii) Copies of the Balance Sheet, Receipt & Payment A/C and Profit & Loss A/C certified from valid chartered accountant for the last 3(Three) years
 - ix) Copy of the Retail license for selling drugs / MEDICINES/DRUGS from Drug Controller (latest) valid for the period of contract / more.
 - x) No conviction certificate issued from Drug controller
 - xi) An Undertaking is given by us that we will obtain the valid drug license needed for especially opening its outlet at CSIR-CMERI colony premises. The outlet will be manned by the Pharmacist during all working hours of the dispensary at no cost to the CSIR-CMERI. License fees for the outlet, electricity charges and water charges as decided by the CSIR-CMERI will be borne by us on actual consumption basis.
 - xii) The e- tender documents (NIT & Annexure-I) are signed by us in each page as mark of the acceptance of the terms and conditions of the tender.

Declaration

"This is to certify that the documents as submitted are genuine. I/We shall be held responsible, if any of the documents are found to incorrect or forged".

(Signature of the Proprietor / Authorized)

Signature of the Proprietor/Partner _____

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Signatory with date and seal

Name : _____ (In block letters)

ANNEXURE-IV**Price Bid Format**

(To be kept in a separate in E-Price Bid).

DESCRIPTION	PERCENTAGE OF DISCOUNT/LESS/REBATE OFFERED ON PRINTED MAXIMUM RETAIL PRICE (MRP)
SUPPLY OF ALLOPATHIC MEDICINES/DRUGS OF GOOD EFFICACY	% (Please indicate Percentage both in Figures and Words). Do not write anything here.

Signature of the Proprietor/Partner _____

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ANNEXURE – V**Undertaking for opening an Outlet inside the
CSIR-CMERI Colony premises**

I/We hereby undertake that my/our firm will obtain the valid Drug License needed for especially opening an outlet inside the CSIR-CMERI Colony premises as per the space allotted by the CSIR-CMERI authority. The outlet will be manned by a Pharmacist during all working hours of the Dispensary with no extra cost to the CSIR-CMERI, Durgapur. I/our firm will pay the monthly license fee, electricity and water charges as decided by the CSIR-CMERI, Durgapur. My/our firm will be responsible for the conduct of the staff to be deployed in the outlet.

(Signature of the Proprietor / Authorized
Signatory with date and seal)

Name : _____
(In block letters)

Signature of the Proprietor/Partner _____

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ANNEXURE – VI**DECLARATION BY THE BIDDER**

From :

.....
.....

To

The Director

CSIR-CMERI,

Mahatma Gandhi Avenue,

Durgapur – 713209

SUBJECT : E-Tender for supply of Allopathic MEDICINES/DRUGS of Good Efficacy to CSIR-CMERI beneficiaries through an outlet in CSIR-CMERI Colony, Durgapur.

Ref : NIT No.:

Sir,

1. After having carefully read and examined the E-Tender Document, physically inspected the CSIR-CMERI Dispensary in CSIR-CMERI Colony and all work areas, well understood the requirement of CSIR-CMERI under the contract, we offer our self for the tender of 'Supply of Allopathic MEDICINES/DRUGS of Good Efficacy to CSIR-CMERI beneficiaries through an outlet in CSIR-CMERI Colony, Durgapur' in conformity with all the terms, conditions and Scope of work stated in the Tender Document.
2. We confirm our acceptance to all the terms and conditions including scope of work specified in the tender document of CSIR-CMERI for the above subject work. Shall this tender be accepted, we hereby agree to abide by and fulfill all terms and conditions of Tender Document and in default thereof, to forfeit the EMD and pay to CSIR-CMERI, such sums of money as are stipulated in conditions contained in Tender Document. The Tender document together with LOI, award letter, Agreement shall constitute a binding contract.
3. We declare that in case of work award, we must obtain valid Drug license within 90 days from Drug Controller of State which is necessary required for functioning of this outlet.
4. We declare that we have not been debarred/black listed/declared bankruptcy by any Central Govt./State Govt./Semi-Govt./Central or state Autonomous bodies and/or by CSIR or its Laboratories / Institutes or any Bank/Financial Institutions.
5. We declare that none of the Proprietor/ Partner/Director of our Firm has any relation with any employee working in CSIR/CMERI including its extension Centre at CSIR-CMERI CoEFM, Gill Road, Ludhiana.

Date :

Signature of the Proprietor/Partner _____
STAMP _____

Signature of the Proprietor/Partner _____

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Annexure-VII**Agreement for Job contract for supply of allopathic MEDICINES/DRUGS of Good Efficacy as required to CSIR-CMERI beneficiaries through an outlet in CSIR-CMERI Colony, Durgapur**

This AGREEMENT made on this ____ day of _____ between the COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH, a Society registered under the Societies Registration Act 1861 and having its office at "Anusandhan Bhawan", Rafi Marg, New Delhi (hereinafter referred to as CSIR) which expression shall unless repugnant to the context or meaning thereof be deemed to mean and include its successors and assigns of the ONE PART.

And

M/s _____

(hereinafter referred to as Vendor which expression shall unless repugnant to the context or meaning thereof be deemed to mean and include its successors and assigns of the OTHER PART.

WHEREAS the CSIR is desirous of giving a contract for supply of allopathic MEDICINES/DRUGS of Good Efficacy as required to CSIR-CMERI beneficiaries through an outlet in CSIR-CMERI Colony, Durgapur-713209 (Name of the lab./Instt.) which is a constituent unit of CSIR (hereinafter referred to as Lab./Instt) and whereas the Vendor has offered to provide the service for supply of allopathic MEDICINES/DRUGS of Good Efficacy to CSIR-CMERI beneficiaries through an outlet in CSIR-CMERI Colony, Durgapur-713209 on the terms and conditions hereinafter stated.

WHEREAS Vendor has represented that he is a registered Vendor having valid drug license and all other license or registration that is required for the above said service and has further represented that he is eligible to get this contract and there is no legal or any other bar for him in this respect. Any obligations and/or formalities which are required to be fulfilled under the said Act or any amendment thereto for the purpose of entering into and/or execution of this contract shall be carried out by the Vendor at his own expenses, etc. and the Vendor shall report the compliance thereof to CSIR-CMERI & CSIR. The Vendor shall be solely liable for any violation of the provisions of the applicable Act or any other Act.

Signature of the Proprietor/Partner _____

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WHEREAS CSIR has agreed to award the contract for supply of allopathic MEDICINES/DRUGS of Good Efficacy as required at ___% discount rate on MRP to CSIR-CMERI beneficiaries through an outlet in CSIR-CMERI Colony, Durgapur-713209 which is a constituent unit of CSIR (hereinafter referred to as Lab./Instt).

AND WHEREAS the Vendor has agreed to supply the MEDICINES/DRUGS of Good Efficacy at ___% discounts on MRP and furnish to the Lab./Instt. a security deposit of Rs. 6,00,000/- (Rupees Six Lakh only) by way Demand Draft deposit (No. _____ dated _____)(_____ Bank) on which no interest is payable by the Lab.

NOW THEREFORE BY THESE ARTICLES AND ON THE PREMISES mentioned above, the parties have agreed to as under.

A. GENERAL CONDITIONS:

1. That is expressly understood and agreed between the parties to this Agreement that the persons deployed by the Vendor for the services mentioned above shall be the employees of the Vendor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the Vendor and in no case, shall a relationship of employer and employee between the said persons and the CSIR shall accrue/arise implicitly or explicitly.
2. That the Director of the Lab./Instt. or any other person authorized by the Director shall be at liberty to carry out surprise check on the persons deployed by the Vendor and the MEDICINES/DRUGS dispensed or stored by the Vendor in order to ensure that persons deployed by him are doing their duties and the MEDICINES/DRUGS dispensed are of high quality or confirm to the prescription of the Medical Officer of CSIR-CMERI Dispensary.
3. That in case any of the persons so deployed by the Vendor does not come up to the mark or does not perform his duties properly or commits misconduct or indulges in any unlawful riot or disorderly conduct, the Vendor shall immediately withdraw and take suitable action against such persons on the report of the Lab./Instt./CSIR in this respect. Further, the Vendor shall immediately replace the particular person so deployed on the demand of the Director of the Lab./Instt./CSIR in case of any of the aforesaid acts on the part of the said person.

B. VENDORS'S OBLIGATIONS

That the Vendor shall provide allopathic MEDICINES/DRUGS of Good Efficacy as required to CSIR-CMERI beneficiaries through an outlet in CSIR-CMERI Colony, Durgapur-713209.

Signature of the Proprietor/Partner _____

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i. **ENGAGEMENT OF STAFF AND MAINTENANCE OF THE OUTLET ETC.**

- a. Pharmacists should be available for identifying and dispensing MEDICINES/DRUGS of Good Efficacy to be supplied to the Staff/Pensioners/Family Pensioners and eligible dependant family members of CSIR-CMERI beneficiaries during the Dispensary working hours.
- b. The representatives of the Vendor engaged for the above purpose inside CSIR-CMERI premises must maintain all discipline and should not be a cause of disturbance of any form or nature and the vendor will be responsible for the conduct of his staff as engaged by him.
- c. Consumption of any kind of intoxicants is strictly prohibited by the representative of the Vendor.
- d. The Vendor shall comply with all statutory provisions governing such business with provisions of labour Laws and Drug laws in respect of staff and transaction in CSIR-CMERI outlet. CSIR-CMERI, Durgapur will in no way be held responsible for any such purpose or lapses on the part of the contractor.
- e. Any MEDICINES/DRUGS, which the Medical Officer of the Dispensary doesn't want to be stored or kept in the outlet should not be stored or kept in the outlet.

ii. **DELIVERY OF MEDICINES/DRUGS:**

- a. The delivery of MEDICINES/DRUGS of Good Efficacy in most cases will be made instantly through the outlet. On rare occasions it shall be made available the same day or latest by next day. In case of emergency, the medicine may be delivered at the residence of the patients at CSIR-CMERI Colony, as directed by the Medical Officer.
- b. When MEDICINES/DRUGS of Good Efficacy are not available with the vendor for supply, the same may be substituted by the Medical Officers in his/her discretion. In case the medicine is not available in the market, the retailer may give a non-availability certificate in the prescription/requisition slip. However, this should be restricted to maximum 3 % (Three Percent) of the total number of prescriptions in a month.
- c. MEDICINES/DRUGS of Good Efficacy are required to be supplied in original packing of manufacturer as prescribed by the M.O., CSIR-CMERI. However, in case of the quantity of a certain prescribed medicine is less than that is in a single strip, the same will be supplied by cutting from a fresh strip/box having valid details of the expiry date or from the leftover portion of an already used strip having a valid expiry date. Any Loose supplies without having valid expiry details must not be dispensed to the beneficiaries in any time. All medicines/drugs of Good Efficacy for supply must have valid details of expiry date. Any discrepancy, if found, strong action will be initiated against the Vendor by the competent authority of CSIR-CMERI.

Signature of the Proprietor/Partner _____

STAMP

- d. The medicine supplies should not be of sub standard or spurious or beyond its expiry period. The Competent authority from time to time will pick up randomly few MEDICINES/DRUGS stored in this outlet and send for analysis the respective companies for checking authenticity of MEDICINES/DRUGS. Any such lapses will be viewed very seriously besides any other appropriate legal action as may be deemed fit by the Competent Authority, CSIR-CMERI.
- e. The MEDICINES/DRUGS as supplied should have normally the shelf life of 6(Six) months or more. If the performance of the contract is not satisfactory, the security deposit is also liable to be forfeited.
- f. In case of failure or refusal to supply the MEDICINES/DRUGS in normal circumstances, the contract is liable to be cancelled at his risk and cost. Any cost involved in arranging supply from alternative source will be recovered from the contractor. Arrangement of medicine to be made within 8(Eight) hours and cost will be bear by the vendor. If prescribed medicine is not available, than Institute has procured it and amount claimed from vendor.
- iii. That the CSIR/Lab./Instt. shall not pay or reimburse to the vendor any form of taxes levied by any authority beyond MRP.
- iv. That for the assigned work, the Vendor shall deploy medically and physically fit persons. The Vendor shall ensure that the persons are punctual and disciplined and remain vigilant in performance of their duty.
- v. That the Vendor shall submit details, such as names, parentage, residential address, age, etc. of the persons deployed by him in the premises of the Lab./Instt./CSIR. For the purpose of proper identification of the employees of the Vendor deployed for the work, he shall issue identity cards bearing their photographs/identification, etc. and such employees shall display their identity cards at the time of duty.
- vi. That the Vendor shall be liable for payment of wages and all other dues which they are entitled to receive under the various labour laws and other statutory provisions.
- vii. That the Vendor shall be solely responsible for any violation of provision of the labour laws or any other statutory provisions and shall further keep the CSIR indemnified from all acts of omission, fault, breaches and/or any claim, demand, loss, injury and expense arising out from the non-compliance of the aforesaid statutory provisions. Vendor's failure to fulfill any of the obligations hereunder and/or under the said Acts, rules/regulations and/or any bye-laws or rules framed under or any of these, the CSIR shall be entitled to recover any of the such losses or expenses, which it may have to suffer or incur on account of such claims, demand, loss or injury, from the Vendor's monthly payments.
- viii. The Vendor shall take all reasonable precautions to prevent any unlawful riot or disorderly conduct or acts of his employees so deployed and ensure preservation of peace and protection of persons and property of Lab./Instt.

Signature of the Proprietor/Partner _____

STAMP

- ix. The Vendor shall remove all workers deployed by him on termination of the contract or on expiry of the contract from the premises of the Lab./Instt. and ensure that no such person shall create any disruption/hindrance/problem of any nature in Lab./Instt. either explicitly or implicitly.
- x. The security money so deposited shall be liable to be forfeited or appropriated in the event of unsatisfactory performance of the Vendor and/or loss/damage if any sustained by the Institute on account of the failure or negligence of the workers deployed by him or in the event of breach of the agreement by the Vendor.
- xi. The security deposit will be refunded to the Vendor within 01(One) month of the expiry of the contract only on the satisfactory performance of the contract. In case of further extension of contract, the security deposit will be kept in the custody of Lab./Instt. till currency of the contract.
- xii. That the Vendor shall keep the CSIR indemnified against all claims whatsoever in respect of the employees deployed by the Vendor. In case any employee of the Vendor so deployed enters in dispute of any nature whatsoever, it will be the primary responsibility of the Vendor to contest the same. In case CSIR is made party and is supposed to contest the case, the CSIR will be reimbursed for the actual expenses incurred towards Counsel fee and other expenses that shall be paid in advance by the Vendor to CSIR on demand. Further the Vendor shall ensure that no financial or any other liability comes on CSIR in this respect of any nature whatsoever and shall keep CSIR indemnified in this respect.

The Vendor shall further keep the CSIR indemnified against any loss to the CSIR property and assets. The CSIR shall have right to adjust and/or deduct any of the amounts as aforesaid from the payments due to the Vendor under this contract.

- xiii. That the Vendor shall ensure that the persons so deployed do not allow any property of the CSIR to be taken out of the premises without a Gate Pass signed by the designated officials of the Lab./Instt. As a safeguard against any dishonesty, connivance and/or ulterior motive, the specimen signature of the officials designated and authorized to sign the Gate Pass will be intimated in writing to the Vendor along with subsequent changes, if any. The Controller of Administration/Administrative Officer of the Lab./Instt. shall make suitable arrangement to ensure compliance.
- xiv. That the Vendor shall report promptly to the Lab./Instt. any theft or pilferage that takes place or where any attempt is made to that effect and loss, if any. It shall be the sole responsibility of the Vendor to ensure security and safety of his men and materials. If any theft pilferage takes place due to any reason, CSIR-CMERI shall not be liable. However, if any loss is caused to the Lab./Instt. on account of dishonesty, and/or due to any lapse on the part of the Vendor or his worker, the Vendor shall make good on demand the loss to the Lab./Instt.

Signature of the Proprietor/Partner _____

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C. CSIR's OBLIGATIONS :

- i. That in consideration of the services rendered by the Vendor, he may be allowed to prefer claims for payment twice a month by submitting the bills with all the necessary documents in complete form. Payment will be directly transferred to the bank account of the contractor through NEFT/RTGS or as per payment system being followed in CSIR.
- ii. That for carrying out the above said service CSIR-CMERI will provide the Vendor with appropriate space in CSIR-CMERI Colony on chargeable basis. The Vendor shall pay in time license fee for the space provided by CSIR-CMERI with electricity and water charges on actual consumption basis with prevailing rate. It may be noted that CSIR-CMERI procure electricity and water from outside agency. Any arrear demanded by such agency at a later date due to revision of tariffs during the contract period is also payable by the awardee.
- iii. The Institute may provide suitable Pharmacy Software for maintaining onsite stock of medicines. In that case, the selected bidder may have to require to maintain/update their medicine stock in the software provided by CSIR-CMERI.

D. PENALTIES/LIABILITIES:

- i. That the Vendor shall be responsible for faithful compliance of the terms and conditions of this agreement. In the event of any breach of the agreement, the Vendor may be terminated and the security deposit will be forfeited and further the work may be got done from another agency at his/her risk and cost.
- ii. That if the Vendor violates any of the terms and conditions of this agreement or commits any fault or his/her services are not to the entire satisfaction of officer authorized by the Director of the Lab in this behalf, any amount up to the full security deposit can be recovered. The decision of the Director, CSIR-CMERI in this shall be final and binding.
- iii. If closing of outlet is reported at any point of time during dispensary working hours without approval of Medical Officer, penalty of Rs. 1,000/ (Rupees One Thousand only) for each case will be charged.
- iv. Dispensing of Medicines/Drugs of Good Efficacy which are expired/about to expiry date less than 3(Three) months is strictly prohibited and penalty of Rs. 10,000/- (Rupees Ten Thousand only) for each case penalty will be charged on receipt of report with approval of the competent authority.
- v. In case of fake/spurious supply of medicine/drugs of Good Efficacy the contract will be terminated immediately.

Signature of the Proprietor/Partner _____

STAMP

vi. In case of back out from the services stipulated under the contract during the currency of contractual period, the security deposit of Rs. 6,00,000/- (Rupees Six Lakh only) will be forfeited along with the pending bills considering the essentiality and life saving nature of services. This will not exclude the right of CSIR-CMERI to any penal action before the Court of Law.

vii. Director, CSIR-CMERI may impose penalty beyond above limit/actual compensation for any serious loss/damage to health/organ/life due any gross violation of any of the contractual terms and conditions.

F. COMMENCEMENT AND TERMINATION:

i. That this agreement shall come into force w.e.f. _____ and shall remain in force for a period of _____ (please mention explicitly as stated in NIT). This agreement may be extended on existing terms and conditions as are mutually agreed upon.

ii. That this agreement may be terminated on any of the following contingencies:-

a) On the expiry of the contract period as stated above.

b) By giving one month's notice by CSIR on account of:

i) Committing breach by the Vendor of any of the terms and conditions of this agreement.

ii) Assigning the contract or any part thereof to any sub contractor by the Vendor without written permission of the Lab./Instt.

c) On Vendor being declared insolvent by competent Court of Law.

d) 3(Three) months prior notice from Vendor or till arrangement of facility/service.

During the notice period for termination of the contract, in the situation contemplated above, the Vendor shall keep on discharging his duties as before till the expiry of notice period.

G. ARBITRATION :

In the event of any question, dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same shall be referred to Delhi International Arbitration Centre (DIAC), Delhi High Court, New Delhi.

Signature of the Proprietor/Partner _____

STAMP

IN WITNESS WHEREOF the parties hereto have signed these present on the date, month and year first above written.

For and on behalf of

the Vendor _____

For and on behalf of

For Council of Scientific & Industrial Research

Anusandhan Bhawan,

Rafi Marg, New Delhi – 110 001.

WITNESS

1. _____

2. _____

Signature of the Proprietor/Partner _____

STAMP