

Indian Institute Of Information Technology Design & Manufacturing Kurnool,
Expression Of Interest (EOI)

No. IIITDMKNL/Health Unit/2025-26/EOI/Pharmacy/

Dated: 26-09-2025

EOI dated: 26-09-2025

Last date for submission of Proposal: 17-10-2025 upto 2 PM

Date of opening of the Proposal: 17-10-2025 at 3 PM

Indian Institute of Information Technology Design & Manufacturing Kurnool, Jagannathagattu, Kurnool
- 518008, Telephone: 08518-289118
Email: healthcentre@iiitk.ac.in

IIITDM Kurnool invites Expression of Interest (EOI) through sealed quotations for Pharmacy Services at Dhanvantari Health and Wellness Centre, IIITDM Kurnool from interested & eligible firms/bidders. The application with supporting self-attested documents must sent (By Speed post or Registered post only) in a sealed envelope addressed to “Director, IIITDM Kurnool, Jagannathagattu, Kurnool-518008, Andhra Pradesh” super- scribing the above reference number clearly on the envelope by 02:00 pm on or before **17-10-2025**. Institute will not be responsible for any postal delay.

The interested bidders may also directly deposit the sealed envelope into the tender box available at Security point adjacent to Director Office, Administrative block, IIITDM Kurnool.

All the bidders who intend to run the **Pharmacy** at Dhanvantari Health and Wellness Centre, IIITDM Kurnool are encouraged to visit the site and accordingly submit the proposal.

If there is any addendum/corrigendum related to the EoI, it shall only be published on the Institute website. The Bidders are advised to check the Institute website regularly. No other mode of notice will be given.

As part of the application, an interested Bidder/Contractor 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 Bidder/Contractor. (**Annexure-A**)
- **Eligibility Criteria:**
 1. Bid security declaration as per Annexure – C.
 2. Bidder must be a firm/ Proprietor/ company that should be registered with appropriate authorities at least 2 years before the date of issue of this EoI. (self-attested copy)
 3. The bidder should have GST certificate at least 2 years before the date of issue of this EoI. (self-attested copy)
 4. Bidder must have a PAN Card (self-attested copy).
 5. The bidding Chemist/Firm must hold valid drug License as on the date of Bid opening. The successful bidder shall have to apply and obtain a valid drug license from the appropriate Govt. agency/authority (from the Drugs Control Department, Govt of AP, under the provisions of The Drugs and Cosmetics Act, 1940 and The Drugs and Cosmetics Rules, 1945) for operating the proposed pharmacy at Dhanvantari Health and Wellness Centre of IIITDM Kurnool within Thirty days from the date of award of the EoI. Besides, the bidder shall also be required to have/obtain all other licenses/registrations as may be necessary from time to time under various laws/enactments. (self-attested copy).
 6. The Chemist/Firm must not have been convicted by any Drugs Control Authority and no case should be pending under the Drugs and Cosmetics Act and Rules. (Should submit an undertaking in this regard)
 7. The bidding Chemist/Firm should have the experience of having established/run such a Pharmacy for at least two consecutive years prior to issue of this EoI.
 8. The Bidder should have an average annual financial turnover of not less than ₹5 Lakhs during the last two financial years (FY 2023-24 & 2024-25). The bidder should attach a copy of certificate issued by a Chartered Accountant with UDIN number.
 9. A declaration undertaking on the letter head of the Bidder/Agency that all the terms and conditions as given in the EoI document are acceptable and the Agency has not been blacklisted by any of the organization at any point of time and no criminal case is pending against the said firm/agency (as per Annexure B) should be given.
 10. Each page of the EoI document along with all other submitted documents must be duly signed by authorized signatory with Bidder's company seal and initial. Otherwise, the document will be invalid. (power of attorney, if any, to be submitted).

Note: Institute reserves the right to independently verify the authenticity of the documents submitted by bidders and also to obtain feedback from the clients of the bidders which shall be valuable for the shortlisting process. Only those parties will be considered who are found suitable and meet the eligibility criteria. Decision of Committee after evaluating all other factors will be final in this regard.

Scope of Work :

A. ESTABLISHING THE OUTSOURCED PHARMACY

The Outsourced Pharmacy will be run in the outlet premises (Approx. 180 SFT) provided in the Dhanvantari Health and Wellness Centre of IIITDM Kurnool and should be established immediately by the successful bidder at his own cost after signing the contract agreement. The Bidder/Contractor should obtain statutory licenses that are required to run the pharmacy at IIITDM Kurnool. A semi-furnished outlet to run the Pharmacy will be provided, which will be duly fitted with racks for storage of medicines. It shall be the sole responsibility of the Outsourced Pharmacy to maintain the structure and furniture of the outlet. Any alteration or modification (Civil/Electrical), if necessary, shall be carried out only after pre-approval of the Director, IIITDM Kurnool through Estate section.

B. DISPENSING AS PER PRESCRIPTION

- a) The medicines/Drugs are to be dispensed to the beneficiaries only as per the prescription of the Institute Medical Officers and the visiting Consultants for the period mentioned in the prescription.
- b) The prescription slip duly signed by the Institute Medical Officer(s) may contain both reimbursable and non-reimbursable medicines. The outsourced pharmacy shall, however, be required to provide both types of medicine and recover the cost of non-reimbursable drugs/medicines directly from the patient concerned, while the cost of reimbursable drugs/medicines shall be included in the bill to be raised with the institute. The discount would be available on the non-reimbursable medicines also.
- c) The Dispensing Job should be done by a Registered Pharmacist (Qualified Person).

The Bidder/Contractor must ensure the presence of a proper storage facility, including a compliant **cold chain supply system**, within their establishment to maintain drug efficacy and safety.

C. NON SUBSTITUTION

In case of prescription for specific brand of medicines, the brand shall not be substituted.

D. PACKED SUPPLIES

The Medicines/Drugs are to be dispensed as per the original packing of the Manufacturer.

E. LIFE PERIOD OF MEDICINES SUPPLIED

Every Medicine has its own shelf-life period mentioned on the label of medicine. All items stocked or Dispensed should have at least 3/4th of its remaining shelf life.

F. PERIOD UPTO WHICH SUPPLY ORDERS WILL BE PLACED

Supply orders will be placed against the contract up to the last date of the contract. Indent/Prescription received even on the closing date should be honoured in accordance with the terms of the contract, even though the last date of the contract may have expired on the date of supply of medicines.

G. OPERATING HOURS

The Pharmacy shall operate **from 9:00 AM to 9:00 PM**, seven days a week, in the presence of a **Qualified Pharmacist** during all operational hours. A review of the operating hours may be considered based on beneficiary feedback and Institute requirements.

H. PAYMENT TERMS

Payments to the Pharmacy shall be made in accordance with **Institute rules and procedures**.

I. Penalty:

- a) In case of prescription for specific brand of medicines, the same shall not be substituted. If any such case is noticed during scrutiny before or after the payment, then the outsourced pharmacy will be penalized with Rs. 1,000 + cost of the specific brand of medicines for each such default.
- b) The prescribed medicines/drugs should be made available at the outsourced pharmacy within 24 hours of the presentation of prescription. Supply delayed by more than this time of any medicine without proper justification will attract appropriate penalty which would be levied by the Institute at its discretion.
- c) In case of any other breach of contract/work order conditions, Institute reserves right to impose commensurate penalty.

J. LICENSING AND BILLING

The Bidder/Contractor must possess all valid **pharmacy licenses and regulatory approvals** as required under applicable laws. that may be required to run the pharmacy at IIITDM Kurnool. The current approximate billing by the Institute is approx. 1.5 lakhs per month, and Bidder/Contractors must ensure capacity to handle similar volumes or more, subject to further licensing and compliance where applicable. The current billing amount is disclosed only for reference but the actual billing may increase/decrease based on the requirement and Institute does not guarantee any minimum amount of billing.

K. CONTRACT PERIOD

The contract will be awarded initially for a period of two years to the successful Bidder/Contractor. This period may be extended in future with mutual consent, for a further period of one year on same terms and conditions after reviewing the previous performance of the bidder/firm and need of the Institute provided the other party is also agreeable to it. The term of the contract shall be extended through a simple letter issued in this behalf by the Institute. Requirement for future extension will lie with IIITDM Kurnool 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.

L. COMMENCEMENT OF SERVICE

The bidding chemist/firm must establish the pharmacy and commence the services within One week after placing of Contract/Work Order or any other date as mentioned in Contract/Work Order. The time is the essence of the contract. It is mandatory for the bidders who respond to this bid to meet this condition.

M. LICENSE FEE, ELECTRICITY CHARGES & WATER CHARGES:

License Fee :

Fixed @ Rs.1300/- plus applicable GST and will be enhanced by 10% after completion of initial two years and on extension of the contract. The bidder can offer higher License Fee at Sr. No. 11 of Annexure-B than Rs. 1300/- plus applicable GST per month which is the minimum specified. Bidders who quote the highest discount shall be eligible for award of contract/Work order subject to being eligible as per the eligibility criteria and complying with the terms & conditions of the Expression of Interest (EoI). In case more than one bidder quotes the highest discount, as a tie-breaker, the bidder who quotes the highest License Fee shall be eligible for award of Contract/Work Order and if this also results in a tie, the bidder having higher average annual turnover in past three financial years among the bidders who have quoted the same highest Discount as well as License Fee shall be eligible for award of Contract/Work Order.

Electricity Charges: At actuals as per the rates prescribed by Estate section.

Water charges: @ Rs. 100/- per month plus applicable GST, if the separate tap is provided.

Note: The license fee, electricity charges & water charges will have to be paid by 10th of every following month by the Outsourced Pharmacy. In case of failure to pay the same in time as aforesaid, a penalty @ Rs. 100/- per month will be charged on electricity/water consumption and in case of licence fee, Rs. 100/- per month on compounding basis. For electricity consumption purposes, a separate meter would be installed by the Institute through the Estate section.

N. SECURITY DEPOSIT:

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

The Security Deposit is liable to be forfeited if the Outsourced Pharmacy:

- a) Fails to adhere to the terms and conditions of the EoI/contract/work order/agreement/, or
- b) Stocks/Dispenses any sub-standard, spurious drugs or substitute medicines, or
- c) Delays the supplies, or
- d) Over charges.

O. Terms & Conditions:

1. The bidders have to quote the percentage of discount offered for branded medicines & the bidder who quotes the highest percentage shall be eligible for award of contract/work order. In case of prescribing of generic medicines, the contractor shall have to give the maximum discount.
2. The appointed Outsourced Pharmacy will, as and when required, attend the meetings fixed by the Institute Authorities or by the Institute Health Centre Committee.

3. The outsourced Pharmacy shall under no circumstances stop the supplies of the medicines/drugs without giving three months' prior notice.
4. The Outsourced Pharmacy shall have its own approved letter pad, rubber stamp seal etc.
5. Only Qualified Pharmacists shall dispense the Medicines/Drugs at the Pharmacy outlet of the Institute Health Centre.
6. The Outsourced Pharmacy shall produce Registration Certificate of the Qualified Person (Pharmacist) engaged in Dispensing of the Medicines/Drugs and comply with the standards of Drugs and Cosmetics Act, 1940 and Rules 1945, as applicable from time to time.
7. The Outsourced Pharmacy shall be run by the contractor and no subletting shall be allowed under any circumstances, whatsoever.
8. The Possession of the Premises (Pharmacy Outlet) granted to the Outsourced Pharmacy shall be with the Contractor and therein, the contractor shall stock/dispense the medicines/drugs.
9. No Advance Payment shall be made to the successful bidder by IIITDM Kurnool in any form or under any circumstances.
10. If either of the parties wants to discontinue the service, a three-month written notice should be given to the other party. No reason needs to be provided. In case of breach of the EoI/Contract/Agreement/Work Order terms, Institute shall have a right to cancel the Contract/Work Order/Agreement after giving a chance to clarify through a show cause notice.
11. The Bidder/Contractor shall only employ in his service, such persons whose antecedents have been verified by the police and who have also been medically examined at the Bidder/Contractor's own cost and to the satisfaction of the Institute. The Bidder/Contractor shall be required to give an undertaking to the Institute to this effect. The Bidder/Contractor or his employees will not be permitted to stay overnight in the institute premises.
12. The Bidder/Contractor will ensure & comply with the statutory provisions & applicable laws/rules for running his service.
13. On the expiry/termination of the contract the Bidder/Contractor shall hand-over/vacate physical possession of the space on the date of expiry/termination.
14. Director, IIITDM KURNOOL reserves the right to withdraw / relax any of the terms and conditions of the Contract/Agreement to overcome the problem encountered by the contracting parties.
15. Legal disputes, if any, shall be subject to the jurisdiction of Kurnool Courts only.
16. If the Bidder/Contractor forfeits the contract before the end of tenure without three-month notice, then the security deposit will be forfeited.
17. In case of any dispute between the parties above, the Director IIITDM Kurnool shall have the sole power to appoint an arbitrator whose decision will be final and binding.
18. The bidders have to accept all the terms and conditions of this EoI document and it is made known that the bidders quoting for this EoI had impliedly accepted the terms and conditions of this EoI.
19. IIITDM Kurnool will not be liable for loss/damage/penalty etc. due to the actions/inactions of the contractor and the contractor shall be solely liable for payment in respect of such loss/damage/penalty etc.
20. INDEMNIFICATION
 - a) That the bidding chemist/firm shall keep IIITDM Kurnool indemnified against all claims whatsoever in respect of the employees deployed by them. In case any employee of the firm so deployed enters into a dispute of any nature whatsoever, it will be the primary responsibility of the firm to contest the same. In case IIITDM Kurnool is made a party and is supposed to contest the case, IIITDM Kurnool will be reimbursed the actual expenses incurred towards Counsel Fee and other expenses, which shall be paid in advance by the contractor to IIITDM Kurnool on demand. Further, the firm shall ensure that no financial or any other liability comes on IIITDM Kurnool in matters of any nature whatsoever, and shall keep IIITDM Kurnool indemnified in this respect.
 - b) That the firm shall keep IIITDM Kurnool indemnified against any loss to the property and assets of IIITDM Kurnool. IIITDM Kurnool shall have the right to adjust and/or deduct any of the amounts as aforesaid from the payments due to the contractor under this contract.
21. In case of any ambiguity/dispute in the interpretation of any of the clauses in this EoI, the interpretation of the Director, IIITDM Kurnool shall be final and binding on all parties. The IIITDM Kurnool reserves the right to accept the offer in full or in parts or reject the offer summarily or partly without assigning any reasons.

**Sd/-
Registrar
IIITDM Kurnool**

Application form for Technical Evaluation

- 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) Avg Annual Turnover in past 2 financial years (FY 2023-24 & 2024-25) _____
- 9) Whether the firm/chemist has ever been convicted by any Drugs Control Authority or is any case pending under Drugs & Cosmetics act rules. (An Undertaking in this regard is to be attached). _____
- 10) Address and phone numbers _____
- 11) Discount offered by the bidder/firm on MRP _____ (percentage of discount).
Note:
 - a) The Bidder shall have to quote a uniform discount on Maximum Retail Price (M.R.P) printed on the Strip/Bottle/Unit packed in percentage terms in respect of all drugs and medicines, for stocking and dispensing to be made under the Contract (including the non-reimbursable medicines on the prescription). The quoted rate/offer shall be inclusive of all applicable taxes including GST and shall remain valid for the entire duration of the contract including the extended period, if any.
 - b) Bidders who quote the highest discount shall be eligible for award of contract/Work order subject to being eligible as per the eligibility criteria and complying with the terms & conditions of the Expression of Interest (EOI).
- 12) License Fee offered by the bidder/firm for running a Pharmacy Rs. _____
per/month (excluding GST, electricity and water charges).

Note: In case more than one bidder quotes the highest discount, as a tie-breaker, the bidder who quotes the highest License Fee shall be eligible for award of Contract/Work Order and if this also results in a tie, the bidder having higher average annual turnover in past three financial years among the bidders who have quoted the same highest Discount as well as License Fee shall be eligible for award of Contract/Work Order.

Signature of bidder 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)

Dt.

EoI No.:

To:
Director
IIITDM Kurnool

I/We _____(bidder) hereby declare that I/We accept all the terms & conditions of the EoI and also 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.

In case the above information found false I/We are fully aware that the EoI/tender/contract will be rejected
/ cancelled by Director, IIITDM Kurnool and also our firm may be blacklisted by IIITDM Kurnool.

Signature of bidder with seal

Bid-Securing Declaration

(In lieu of EMD)

Date:

EoI No.:

To:
Director
IIITDM Kurnool

I/We*, the undersigned, declare that:

I/We* understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration in lieu of Earnest Money Deposit.

I/We understand that if I/We withdraw or modify our Bids during the period of validity, or if I/We are awarded the contract and I/We fail to sign the contract, or to submit a performance security/Security Deposit before the deadline defined in the request for bids document, I/We will be suspended for the period of one year from being eligible to submit Bids for all future contracts.

I/We* understand this Bid Securing Declaration shall cease to be valid if I am/we are* not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our* Bid.

Signature of bidder with seal