

Enclosure to CO INS India
letter No. 227/28/PA dated 06 Jul 2020

Notice For Vendor Registration For Conclusion Of Price Agreement For Mi Room, Ins India / Echs Polyclinic, East Delhi,Shahdara For Local Purchase Of Medical Stores /GENERIC In Nature Including Laboratory, Radiology & Dental Consumable Stores

1. Applications are invited for Vendor Registration for conclusion of Price Agreement by the Commanding Officer INS India, Dara Shukoh Road, New Delhi – 110011 for the Local Purchase of drugs and consumable medical stores including Laboratory, Radiology & Dental consumable stores for the period of one year.
2. Vendors willing to register their firms have to forward their acceptance letter for supply of drugs and consumable medical stores along with the following documents to the above mentioned address. Sealed application along with relevant documents will be accepted between 0900 - 1700 hrs on all working days (excluding Saturday and Sundays).

Location of tender box	Last date of submission of acceptance letter & documents	Date of opening of tender box
Tender box is placed at INS India near main gate.	10 Aug 2020 at 1030 hrs	11 Aug 2020 at 1100 hrs

(a) **Particulars of Firm/ Distributor/Dealer:-**

- (i) Name
- (ii) Address
- (iii) Telephone No. (with STD code)
- (iv) Fax
- (v) Email ID

(b) **Name of proprietor/partners with contact details** like telephone numbers, address, fax and email ID. (Note: If more than one proprietor, copy of partnership deed to be attached)

(c) **Name of contact person with contact details** - Telephone /mobile No. and email ID (Note : Letter of Authorization from competent authority of firm to be attached).

(d) **For manufacturing firms / OEM:** Manufacturing License No. issued by Drug Licensing Auth (copy to be enclosed).

(e) **For distributor / dealers:** Manufacturing Agency agreement / notarized declaration and duration of validity.

(f) **Pharmaceutical firms** to furnish the following-

(i) **DGQA Registration**

Or

GMP certificate issued by State/Central authority

Or

Certificate of original inventor of molecule

(ii) **Annual turnover certificate** of last 03 years duly audited/ signed by Chartered Accountant.

(g) (i) **DGAFMS/DGQA Registration**, if any (Proof to be attached).

(ii) **RC Holder** with DGAFMS if any (Proof to be attached).

- (iii) **Name of Govt agency**, the firm is on panel for supplying medical stores, if any (Proof to be attached).
- (h) **TIN No** (Proof to be attached).
- (j) **Permanent Ac No (PAN)** (Proof to be attached).
- (k) **Bankers** of firm, with branch and address, MICR No., NEFT Code, ECS A/C No (Cancelled cheque to be enclosed).
- (l) **Sales Tax Registration certificate** (Copy to be attached).
- (m) **Latest Income Tax clearance certificate** (Copy to be attached).
- (n) **Audit report** for the last (03) three years from Chartered Accountant.
- (p) **Non Conviction certificate** (non judicial stamp paper).
- (q) **Self certification** regarding quality assurance protocol followed in manufacturing items, as applicable.
- (r) **ISO/BIS/CE certificate** as applicable (copy to be attached).
- (s) **Import License**, if applicable.
- (t) **List of products with valid MMC** (for drugs) for which inclusion in vendor data base is sought (soft copy may be attached).
- (u) **Brief /Information Brochure/ Folder** about the applicant firm.
- (v) **Undertaking** to comply with standard terms and condition (for vendors included in the data base).