

**Nanaji Deshmukh Veterinary Science University Jabalpur**  
**COLLEGE OF VETERINARY SCIENCE AND ANIMAL HUSBANDRY,**  
**RASALPURA, MHOW – 453 446 (M.P.)**

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No. 776 /Tender/26

Dated: 05.02.2026

**TENDER NOTICE**

Sealed tenders are invited for empanelment of chemist (s) & allotment of Medical shop for selling medicines in the shop inside VCC building of College. The cost of tender form is Rs.1000/- payable either in cash or as crossed DD in favor of Dean, Veterinary College, Mhow payable at Mhow. The Tender can also be downloaded from website [www.ndvsu.org](http://www.ndvsu.org) in which cash a DD of Rs. 1000/- should be enclosed along with tender. Tender form can be purchased on working days up to 09/03/2026 (5:00 P.M.). The tender should be submitted in sealed covers addressed to the undersigned by Registered post/speed post/Courier, so as to reach on or before 09/03/2026 up to 5.00 p.m. The cover shall bear the address of bidder and be superscribed with words "TENDER FOR EMPANELMENT OF CHEMIST (S) & ALLOTMENT OF MEDICAL SHOP DURING 2025-2026." The technical and financial bid of tender will be opened on 10/03/2026 and 12/03/2026, respectively at 11.00 a.m. Tender submitted without EMD of Rs.50,000/- shall be rejected. The undersigned reserves the right of accepting or rejecting the tender in full or in part.

  
DEAN

College of Veterinary Science & Animal Husbandry  
Mhow



**TENDER DOCUMENT FOR EMPANELMENT OF CHEMIST(S) & ALLOTMENT OF MEDICAL SHOP**

Sealed tenders are invited for empanelment of chemist(s) & allotment of Medical Shop for selling medicines as prescribed by Doctors of Veterinary Clinical Complex in the shop inside VCC Campus Mhow, on uniform discount offered by the firm, in the tender initially for one year (one term) from the date of issue of allotment letter.

**BIDDING SCHEDULE**

The detailed schedule for the same is as follows:-

1. Price of blank Bid document : Rs. 1000=00 (Payable in the form of Pay Order/DD in the favour of Dean, C.V.Sc. & A.H. at Union Bank of India, Rasalpara Branch, Mhow or cash to be deposited to cashier of college .
2. Date and time of issue of blank Bid document : 09 / 02/2026 (5:00 PM) Till
3. Amount of earnest money deposit: Rs. 50,000=00 in the form of FDR (Fixed Deposit Receipt)  
No. .... dated ...  
.....
4. Date and time for submission : 09/03/2026 (5:00 PM)
5. Date and time of opening of Technical Bid : 10/ 03/2026
6. Date and time of opening of Financial Bid : 12/03/2026

\*It is the responsibility of the Bidder to ensure that their bids whether send by post, by courier or by person are dropped in the Tender Box. Tenders received after due date/time due to postal delay or otherwise shall not be accepted. Tender by Fax will not be entertained.

Signature of tenderer (s).....

**Instruction to Bidders****1. SCOPE OF WORK**

The empanelled chemists will sale the medicines/drugs at the nominal charges in the stipulated time, on the basis of prescription slip given by the registered Doctors of VCC, Co.V.Sc & A.H., Mhow. In addition to supply of medicines, he will be allowed to sale biologicals, pet food & accessories, from the shop.

**2. ELIGIBILITY**

2.1 G.S.T. registration certificate

2.2 PAN Card

2.3 ITR of last three financial years

2.4 The chemist must hold a valid license as on the date of Bid opening issued by the Drug Control Authority of the State under the provisions of Drugs and Cosmetics Act, 1940 preferably narcotics. The successful Bidder will further ensure that their licenses remain valid till the end of the contract period.

2.5 The Chemist must not have been convicted by the State Drug authorities and no case should be pending under the Drugs and Cosmetics Act and Rules. (Evidence enclosed, if any)

2.6 Copies of Trading and Profit & Loss Account and Balance Sheet of last year duly audited & certified by Chartered Accountant (if any).

**3. COST OF BIDDING**

The prospective bidders shall bear all the costs associated with the preparation and submission of their bid. The VCC in no case will be responsible or liable for these costs regardless of conduct or outcome of the bidding process.

**4. BIDDING PROCEDURE, SIGNING AND SEALING OF BIDS**

Tender should be in two bids system (Technical and Financial). Technical bid & Financial Bid should be submitted separately in sealed envelope super scribed therein TECHNICAL BID, FINANCIAL BID, respectively. The larger outer envelope containing envelopes of both technical and financial should indicate "Tender for recognition / empanelment of chemist and allotment of medical shop at the VCC Campus, Mhow".

4.1 Envelope No. A: Called "Technical Bid Envelope" containing:

**(A) Earnest Money**

The bidders are required to submit a FDR (Fixed Deposit Receipt) of Rs. 50,000=00 (Rupees Fifty Thousand Only) in the name of Dean, Co.V.Sc. & A.H. at Union Bank of India, Rasalpara Branch, Mhow. The FDR (Fixed Deposit Receipt) must be issued by a Scheduled

Commercial nationalized Bank. Earnest money deposited in any other form or request for treating any other dues to the tenders from the Institute as the Earnest Money will not be accepted. The earnest money will be refunded to all the unsuccessful tenders without any interest thereon but in case of successful tenders this money will be adjusted in performance security to be deposit by the tenders.

**(B) Documents establishing Bidders eligibility (Technical Bid)**

The following documents should be submitted along with the Technical Bid in the sequence mentioned below. Each page will be duly signed and serially numbered. Corrections or overwriting duly attested.

i. G.S.T. registration certificate

ii. P A N Card

iii. ITR of previous financial year

(iv) The chemist must hold a valid license as on the date of Bid opening issued by the Drug Control Authority of the State under the provisions of Drugs and Cosmetics Act, 1940. The successful Bidder will further ensure that their licenses remain valid till the end of the contract period. (attested photocopy)

(v) The Chemist must not have been convicted by the State Drug authorities and no case should be pending under the Drugs and Cosmetics Act and Rules. (Evidence enclose, if any)

(vi) Copies of Trading and Profit & Loss Account and Balance Sheet of last year duly audited & certified by Chartered Accountant.

(vii) Terms & Conditions duly signed & stamped.

Each column/blank be filled properly and every papers/documents enclosed with bid documents must be signed/stamped by the authorized signatory of the firms/Company. If desired, bidder can retain photocopies of this document for his/her reference and record.

4.2 Envelope No. B: Called "Financial Bid Envelope" which shall contain:

Duly filled prescribed financial bid form (Annexure - II).

**5. PERIOD OF VALIDITY OF BIDS**

The Bids shall be valid for acceptance for 90 days after the date of opening prescribed by the Dean and shall be further extendable by another 30 days at the request of Coordinator, VCC, College of Vety. Sci. and A.H., Mhow.

**6. PERIOD OF CONTRACT**

The period of the contract shall be initially for a period of one year (one term) from the date of issue of allotment letter or from the date of occupancy of medical shop which could not be more than 3 (three) months from the date of issue of allotment letter. However, the period

of contract can be extended further by increasing the rent @ 10%. The increase in the duration of contract will be depending on the performance of medical shop and as per recommendations of the committee for it. Maximum two extension of one year each may be given.

### 7. RIGHT TO ACCEPT / REJECT ANY BID

The Dean, Co.V.Sc. & A.H., Mhow reserve the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the VCC. The Dean, Co.V.Sc. & A.H., Mhow doesn't pledge himself to accept the highest discount offering Bid or any Bid and reserves to himself the right of accepting the whole or any part of the Bid.

### 8. PERFORMANCE SECURITY GUARANTEE

The successful bidder will have to furnish a Performance Security of Rs.50,000/- (Rupees Fifty Thousand Only) either in the form of FDR (Fixed Deposit Receipt) from a Scheduled nationalized Commercial Bank which should be valid for at least 14 months pledged in favour of the "Dean, Co.V.Sc. & A.H. at Union Bank of India, Rasalpura Branch, Mhow. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.

### 9. FORFEITURE OF EMD

The Earnest Money may be forfeited if a Bidder withdraws its tender during the period of bid validity or in case of a successful Bidder, if the Bidder fails:

- i. To sign the contract in accordance with the terms and conditions, and
- ii. To furnish Performance Security as specified in the terms and conditions.

### 10. CORRUPT OR FRAUDULENT PRACTICES

(i) The TVCC requires that the Bidder under this bid observes the highest standards of ethics during the procurement and execution of such contracts.

(ii) In pursuance of this policy, the terms are set forth as follows:

- a) "corrupt practice" means the offering, giving, receiving or soliciting of any thing of value to influence the action of the public official in the procurement process or in contract execution; and
- b) "Fraudulent practice" means misrepresentation of facts in order to influence the procurement process or execution of a contract to the detriment of the VCC, and includes collusive practice among Bidder (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the VCC of the benefits of the free and open competition;

(i) The VCC will award has engaged in  
 (iv) The VCC will decide for award of the contract  
 fraudulent practices in  
 (v) M.

- case in the duration and as per the year each may be
- (iii) The VCC will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
  - (iv) The VCC will declare a firm ineligible, either indefinitely or for a specified period of time, for award of the contract if at any time it determines that the firm has engaged in corrupt and fraudulent practices in competing for or in executing the contract.
  - (v) No sale of the dog/pups shall be allowed from the shop.
  - (vi) No wholesale marketing of medicine, vaccines, dog food and dog accessories will be allowed.

**Furnishing of shop:** It shall be the responsibility of bidder to furnish the shop as per his requirement and for this no funds shall be provided by the college/university.

#### **General Instruction to Bidders**

1. A representative authorized (bearing authority letter) by the firm may appear at the time of opening the tenders, if they wish to do so.
2. The offer should be free from any condition. The conditional tender will not qualify for consideration for the purpose and will out rightly be treated as disqualified.
3. The schedules of the tenders form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases reference to the additional pages must be made in the tender form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter alongwith the tenders. Overwriting/erasing in the discount offer to be quoted by the tenderer will not be allowed, otherwise the tenders may be rejected.
4. The tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the tenders is not fully filled in. Individual signing the tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney of (iii) constituted attorney of the firm if it is a company.
5. Competent Authority reserves the right to cancel one and/or all tenders without assigning any reason.

6. If holiday falls on the schedule date and time of receiving/opening the tender, the same shall be done in the next working day.
7. Acceptance by the Institute will be communicated by FAX/Email/Express letter or any other form of communication. Formal letter of acceptance and work order of the tenders will be forwarded as soon as possible, but the earlier instructions in the FAX/Email/Express letter etc. should be acted upon immediately.
8. In case of any dispute or differences in the interpretation of any terms or conditions of tender, the decision of Dean, Co.V.Sc. & A.H., Mhow shall be final & binding upon all.
9. If tenderer does not accept the offer, after issue of letter of award by Institute within 10 days, the offer made may be deemed to be withdrawn without any notice and earnest money will also be forfeited.

## 11. TERMS AND CONDITIONS

- 11.1. The college administration will not be bounded to purchase the medicines from the contracted shop.
- 11.2. The shop will be allotted initially for one year (one term) from the date of issue of allotment letter. The firm has to vacate the shop immediately after expiry of contract, if Institute does not have any obligation, failing which damage rent will be charged which will be decided by the Competent Authority of the Institute. Monthly rent will be minimum Rs.10,000/- month. However, highest bidder exceeding Rs 10,000/- will be given priority for the contract/allotment in front of College Level Committee.
- 11.3. The Dean, Co.V.Sc. & A.H., Mhow reserves the right to review the performance of the shop time to time.
- 11.4. The chemist is required to supply the medicine in original packing of manufacturer. The packing should approximately be nearest to the total quantity demanded of any particular medicines and drugs (including anesthetic drugs) on any particular day.
- 11.5. The chemist will indicate batch number, name of manufacturer, date of expiry at the time of supplying the medicines/drugs.
- 11.6. The medicines/drugs to be supplied will be of standard quality with shelf life that should not have been passed more than half at the time of supply. In case it is found that any particular medicines date is expired or is near the date of expiry, found not of standard quality, substandard, spurious or recycled, suppliers firm will be liable to be debarred for the contract besides other legal action that may be initiated.

11.7. The stock position of medicine of the shop must be computerized and the entire bill must be generated on computer. The firm is also liable to show the evidence of source of purchase of medicine for its authenticity as and when required by the competent authority.

11.8. In case of dispute of quality of medicines supplied by the chemist to beneficiary to VCC, the medicines in question may be subjected for quality tests at Government approved, standard labs and the cost of these testing's will be borne by the chemist in the condition of unsolved dispute at local level followed by standard legal procedure.

11.9. Allotted has to provide sufficient manpower and additional counter if required in order to avoid any inconvenience to the patients and timely delivery of the drugs as well as the cash memo.

11.10. All the medicines as prescribed by the Veterinary Doctors of the Institute will be provided without any substitution of brands, to the beneficiaries at the spot within stipulated time frame from the selling counter. In case, any drug is not available, the same has to be arranged by the chemist within four hours. As per the presumption, Medicines which are not supplied by the chemist in the stipulated time frame patient will be free to purchase from any chemist in the city. If such episodes occur frequently (more than thrice times in a month) the penalty for Delay / Default as mentioned in terms & conditions at point no. 12 will be implemented.

11.11. The medical shop should remain open from 8.30 A.M. to 07.00 P.M. daily. If required, in case of emergency chemist has to provide medicines in odd hours also. Therefore his telephone no. should be made available to the staff members.

11.12. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.

11.13. The selected firm will have to execute the Registered Lease Deed on requisite non-judicial stamp paper as required under stamps act, in accordance with law and allottee will have to bear the entire expenses (stamp duty, registration and other allied expenses) pertaining to executive and registration of lease deed. The Lease Deed will have to be executed within 30 days from the date of issue of allotment letter failing which the allotment will stand cancelled and EMD will be forfeited.

11.14. The duration of the contract for medical shop will be for a period of one year (one term) from the date of issue of allotment letter (irrespective of financial year). The monthly minimum rent for medical shop will be Rs.32,000/- (Re Thirty two Thousand) per month or the quoted bid, whichever, is higher which is exclusive of local charges viz. electricity, water, scavenging, sweeping charges. The other taxes levied or to be levied by any other authority

shall be borne by the allottee including the enhancement in future. The fresh further ...  
of any kind of charges will also have to be borne by the allottee.

11.15. The Dean, Co.V.Sc. & A.H., Mhow reserves the right to reduce or terminate the terms of contract in the interest of the Institute, for any justified reasons, not mandatory to be communicated to the tenderer.

11.16. The Dean, Co.V.Sc. & A.H., Mhow reserves the right to authorize any officer/officers of VCC to inspect the allotted shop or ask for any document related to the running of shop as per terms & conditions of the contract. The allottee shall have to follow such directive unconditionally. In case of any discrepancy, suitable action like imposition of penalty, termination of contract etc. as deemed fit may imposed by the Institute.

11.17. In case of any circumstance or conditions arise which is not covered under the above terms & conditions, then directives/instructions/interpretation issued by the Dean, Co.V.Sc. & A.H., Mhow shall be final & binding upon the parties.

## 12. FORFEITURE OF SECURITY MONEY

The Performance Security is also liable to be forfeited if the authorized chemist:

- i) Fails to adhere to the terms of the Contract or
- ii) Supplies any sub-standard, spurious drugs or indulges in substitution of any medicines brand.
- iii) Delays supplies.
- iv) Over charges

## 13. TERMINATION

The Dean, Co.V.Sc. & A.H., Mhow may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the bidder terminate the Contract :

- i. If the chemist fails to provide any or all of the services within the period(s) specified in the Contract.
- ii. If the chemist fails to perform any other obligation(s) under the Contract.
- iii. If the chemist, in the judgment of the Institute has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

14. ARBITRATION

The Contract is based on assignment in good faith wherever.

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#### 14. ARBITRATION

The Contract is based on mutual trust and confidence. Both the parties agree to carry out the assignment in good faith. If any dispute or difference of any kind whatsoever (the decision whereof is not herein otherwise provided for) shall arise between the VCC and the Bidder in connection with or arising out of the Contract, whether during the contract period or completion and whether before or after the termination, abandonment or breach of the contract, the decision of the Dean, Co.V.Sc. & A.H., Mhow will be final and binding.



DEAN



**TECHNICAL BID FORM**

1.

i. Name of the firm : \_\_\_\_\_

ii. Mailing address : \_\_\_\_\_

iii. Telephone No : \_\_\_\_\_

iv. Fax No. : \_\_\_\_\_

v. Email/Website : \_\_\_\_\_

2. Earnest Money of Rs.50,000/- in the form of FDR (Fixed Deposit Receipt) Yes / No

i. GST/VAT Registration No. \_\_\_\_\_ Year \_\_\_\_\_

ii. CST No. \_\_\_\_\_ Year \_\_\_\_\_

iii. PAN No. \_\_\_\_\_

iv. Drug License No. \_\_\_\_\_ valid upto \_\_\_\_\_

3. The Chemist must not have been convicted by the State Drug authorities and no case should be pending under the Drugs and Cosmetics Act and Rules. (evidence enclose, if any)

4. Name &amp; full address of your bankers : \_\_\_\_\_

I/we fully understand that if I/we do not fulfill any of the technical requirement or attach supporting documents thereof, this bid is liable to be rejected out rightly by the Dean.

(SIGNATURE OF TENDERER)

Address with seal \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_Signature of witness with their  
Father's name and full postal  
Residential address

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Annexure - IAnnexure - II

**ALLOTMENT OF MEDICAL SHOP  
PRICE BID**

**From:**

(Complete address of the bidder  
with Phone/ Fax & Mobile No.)

**To:**

The Dean,  
College of Veterinary Sci. & A.H.,  
Mhow

Dear Sir,

I/We hereby offer to supply medicines/drugs to customers beneficiaries on the basis of prescription slip issued by the Veterinary Doctors, VCC at the rate given below:-

- 1) Maximum rent offered for hiring the shop would be Rs.....
- 2) I also undertake to keep the above quoted rate of discount on the Printed Maximum Retail Price on all items of supplies valid till duration of this contract.
- 3) I also undertake that medicines shall be provided timely as per prescription slip and no "substitute medicines" will be supplied.

Signature .....

Name .....

Stamp.

## Detail of documents submitted with technical bid (Checklist)

S. No.	Document required	Whether documents enclosed with tender (yes/no)	Page number
1	Cost of tender form (if downloaded)		
2	Bid Security Rs. 50,000/- in the form of FDR (Fixed Deposit Receipt)		
3	GST registration certificate (attested photocopy)		
4	ITR OF last three years (attested photocopy)		
5	P A N (attested photocopy)		
6	Drug License (attested photocopy).		
7	Terms & Conditions duly signed & stamped.		

Note: Complete Tender form/document should have page numbered.

Signature of tenderer(s).....


