

कार्यालय अधिष्ठाता, पशुचिकित्सा एवं पशुपालन महाविद्यालय, जबलपुर

क्रमांक / 1695 / भण्डार / प.चि. / 2025,

दिनांक 12 / 08 / 2025

निविदा विज्ञप्ति

पशु औषधि विक्रय के लिये शैक्षणिक पशुचिकित्सा परिसर स्थित दुकान के आवंटन एवं कैमिस्टों को सूची – बद्ध करने हेतु अधिकृत औषधि विक्रेताओं से मुहरबंद निविदायें आमंत्रित की जाती हैं। निविदा से संबंधित प्रपत्र एवं संबंधित सभी आवश्यक जानकारी जैसे नियम, शर्तें आदि हमारी वेबसाइट **www.ndvsu.org** से सीधे डाउनलोड कर सकते हैं। निविदा प्रपत्र की कीमत रु.2,000/- के डिमांड ड्राफ्ट/भारतीय पोस्टल आर्डर के रूप में दिनांक 03.09.2025 तक कार्यालयीन समय सायं 06:00 बजे तक पंजीकृत डाक से निविदा की धरोहर राशि के साथ जमा की जायेंगी।

निविदा दिनांक 10.09.2025 को प्रातः 11:00 बजे महाविद्यालय सभागृह में खोली जावेगी।

अधिष्ठाता
पशुचिकित्सा एवं पशुपालन महाविद्यालय
जबलपुर

नानाजी देशमुख पशु चिकित्सा विज्ञान विश्वविद्यालय
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क्र. 1695 / भण्डार / प.चि. / 2025 दिनांक : 12 / 08 / 2025

निविदा सूचना

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अधिष्ठाता

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 Jabalpur, on uniform discount offered by the firm, in the tender initially for one year 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. 2,000=00 (Rupees Two Thousand Only)
(Payable in the form of Pay Order/DD in the favour of Dean, C.V.Sc. & A.H. at SBI, Veterinary College Campus Branch, Jabalpur deposited to the Institute's cashier. DD/Pay Order/Cash Receipt No..... dated
2. Date and time of issue of blank Bid document : Download from the website www.ndvsu.org.
3. Amount of earnest money deposit : Rs. 2,00,000=00 (Rupees Two Lacs Only)
in the form of FDR(Fixed Deposit Receipt)
No. dated
4. Date and time for submission of completed sealed Bid documents : On or before 03.09.2025 up to 06:00 PM
5. Date and time of opening of Technical Bid : 10.09.2025 at 11:00 AM
6. Date and time of opening of Financial Bid : 10.09.2025 at 03:00 PM

*It is the responsibility of the Bidder to ensure that their bids whether send by registered post or by courier should reach the office on or before the due date and time. Tenders received after due date/time due to postal delay or otherwise shall not be accepted. Tender by Fax or by hand will not be entertained.

Signature of tenderer(s).....

SECTION – I

Instruction to Bidders

1. SCOPE OF WORK

The empanelled chemists will sale the medicines/drugs/surgical and medical accessories at the agreed discount in the stipulated time, on the basis of prescription slip given by the Doctors of VCC, CVSc & A.H., Jabalpur. In addition to supply of medicine, he will also be allowed to sale dog, Cat, and other animal packed food & dog accessories, from the shop.

2. ELIGIBILITY

2.1 GST registration certificate

2.2 P A N

2.3 All tenders must be accompanied by an Income Tax Clearance Certificate pertaining to the assessment year 2022-23, 2023-24 & 2024-25 without which the tenders shall not be entertained or in exceptional case where the income tax department has given a certificate that the concerned firm has been newly started. Tenders will be accepted only from those dealers/suppliers who pay regular income taxes and GST.

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. 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 District/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 three years should be enclosed i.e. 2022-23, 2023-24 & 2024-25 duly audited & certified by Chartered Accountant.

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 (Envelope 1), FINANCIAL BID (Envelope 2) 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, College of Veterinary Science & A.H., Jabalpur”.

4.1 Envelope No. 1: Called “Technical Bid Envelope” containing:

(A) Earnest Money

The bidders are required to submit a FDR (Fixed Deposit Receipt) of Rs. 2,00,000=00 (Rupees Two Lakh Only) in the name of Dean, C.V.Sc. & A.H. at SBI, Veterinary College Campus Branch, Jabalpur. The FDR (Fixed Deposit Receipt) must be issued by a Scheduled Commercial 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 (Annexure – I) in the sequence mentioned below. Each page will be duly signed and serially numbered. Corrections or overwriting duly attested.

- (i) GST registration certificate (attested photocopy)
- (ii) PAN (attested photocopy)
- (iii) All tenders must be accompanied by an Income Tax Clearance Certificate pertaining to the assessment year 2022-23, 2023-24 & 2024-25 without which the tenders shall not be entertained or in exceptional case where the income tax department has given a certificate that the concerned firm has been newly started. Tenders will be accepted only from those dealers/suppliers who pay regular income taxes and GST.
- (iv) The chemist must hold a valid license as on the date of Bid opening issued by the Drug Control Authority of the District/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 District/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 three years should be enclosed i.e. 2022-23, 2023-24 & 2024-25 duly audited & certified by Chartered Accountant.
- (vii) Latest quarterly GST return (April to June 2025) must be enclosed otherwise tender will be rejected.
- (viii) The submission of a tender by a tenderer implies that he or she has read all the terms and conditions of tender/contract and is fully aware of the scope and specification of the supplies to be made. He also must satisfy himself regarding the suitability and

availability of the materials. The tenderer, must be submit his/her tender after fully satisfied with our terms & condition.

- (ix) The firm has to provide GST certificate for the specific commodity as mentioned in the tender, the firm wishes to participate.
- (x) The firm has not been blacklisted by any agency neither in state nor in country. A notarized affidavit of Rs.100/- non judicial stamp paper is mandatory otherwise tender will be rejected.
- (xi) 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 your reference and record.

4.2 Envelope No. 2 : Called “Financial Bid Envelope” which shall contain :

Duly filled prescribed financial bid form (Annexure - II) containing the discount offered.

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 Co-ordinator/ Hospital Superintendent VCC.

6. PERIOD OF CONTRACT

The period of the contract shall be for a period of next two year from the date of issue of allotment letter. However, strictly on the basis of the satisfactory services it is liable to be extended upto a period of one more year (maximum up to 3 years) at the sole discretion of Dean, C.V.Sc. & A.H., Jabalpur on the same terms & conditions.

7. RIGHT TO ACCEPT / REJECT ANY BID

The Dean, C.V.Sc. & A.H., Jabalpur reserve the right to accept or reject any bid, and to annual 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, C.V.Sc. & A.H., Jabalpur 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.2,00,000/- (Rupees Two Lakh Only) in the form of FDR (Fixed Deposit Receipt) from a Scheduled Commercial Bank which should be valid for at least 24 months pledged in favour of the

“Dean, C.V.Sc. & A.H. at SBI, Veterinary College Campus Branch, Jabalpur. 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 VCC 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 anything 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;
- (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, 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 along with 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 will 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, C.V.Sc. & A.H., Jabalpur 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 shop will be allotted initially for two year from the date of issue of allotment letter & likely to be extended upto next one more year (total 03 years) on the basis of performance, to such bonafide firm one or more who undertake to abide by terms and conditions of the contract and give uniform 10% fixed discount offer on the gross billing amount to the customer. If the contract is not renewed then after expiry of contract, the firm has to vacate the shop immediately 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.

- 11.2. The Dean, C.V.Sc. & A.H., Jabalpur reserves the right to review the performance of the shop time to time.
- 11.3. 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 medicine / drug on any particular day.
- 11.4. The chemist will indicate batch number, name of manufacturer, date of expiry at the time of supplying the medicines/drugs.
- 11.5. 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.
- 11.6. 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.
- 11.7. 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.
- 11.8. 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.
- 11.9. All the medicines as prescribed by the Veterinary Doctors of the Institute will be provided without any substitution of same brand or same composition of any reputed brand, 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; the discount on these medicines will be recovered from the chemist; on information from the patient to administration VCC after the verification of facts. If such episodes occur frequently (more than thrice (three times) in a month) the penalty for Delay / Default as mentioned in terms & conditions at point no. 12 will be implemented.
- 11.10. 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.

- 11.11. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
- 11.12. 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.
- 11.13. The monthly minimum rent for medical shop will be Rs.40,000/- (Rupees Forty Thousand only) per month which is exclusive of local charges viz. electricity, water, scavenging, sweeping charges. The other Municipal taxes levied or to be levied by Nagar Nigam or any other authority shall be borne by the allottee including the enhancement in future. The fresh further imposition of any kind of charges will also have to be borne by the allottee. Further, this rent is subject to increase from time to time as per the decision of the Institute duly issued by the Competent Authority. In case if allotment of shop is extended for subsequent years then the rent will be appreciated 10 % annually.
- 11.14. Besides lease deed selected firm has to execute a separate contract deed with regard to contract of selling medicine.
- 11.15. The Dean, C.V.Sc. & A.H., Jabalpur reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justiable reasons, not mandatory to be communicated to the tenderer.
- 11.16. The Dean, C.V.Sc. & A.H., Jabalpur 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, C.V.Sc. & A.H., Jabalpur 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, C.V.Sc. & A.H., Jabalpur 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 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, C.V.Sc. & A.H., Jabalpur 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.2,00,000/- in the form of FDR (Fixed Deposit Receipt) Yes / No

- i. GST Registration No. _____ Year _____
- ii. PAN No. _____
- iii. Drug License No. _____ valid up to _____

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

4. Name & 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
fathers name and full postal
residential address

1. _____

2. _____

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 Rs. 2,000/- (Rupees Two Thousand Only) in the form of D.D./I.P.O.		
2	Bid Security Rs. 2,00,000/-(Rupees Two Lacs. Only) in the form of FDR (Fixed Deposit Receipt)		
3	GST No. registration certificate		
4	P A N		
5	Drug License (attested photocopy)		
6	Income Tax Certificate 2022-23, 2023-24 & 2024-25		
7	Copies of Trading and Profit & Loss Account and Balance Sheet of last three years i.e. 2022-23, 2023-24 & 2024-25 duly audited & certified by Chartered Accountant.		
8	Latest quarter GST return (April 2025 to June 2025) must be enclosed otherwise tender will be rejected.		
9	The firm has to provide GST certificate for the specific commodity as mentioned in the tender, the firm wishes to participate.		
10	Terms & Conditions duly signed & stamped.		
11	Notarized Affidavit (According to Point no. 4.1(B)(x))		

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

Signature of tenderer(s).....

**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.,
Jabalpur

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) Uniform fixed Discount of 10% on the printed Maximum Retail Price inclusive of all taxes offered on all items of supply to the customer
- 2) Maximum rent offered for hiring the shop would be Rs.
- 3) I also undertake to bear all taxes, Octroi etc. as required under law, on aforesaid supplies. Purchaser will pay only the Printed Maximum Retail Price less the above quoted discount. I will not charge any such taxes from the purchaser.
- 4) 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.
- 5) I also undertake that medicines shall be provided timely as per prescription slip and no “substitute medicines” will be supplied.

Signature

Name

Stamp.....

फर्म का नाम एवं पता

.....
.....
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अधिष्ठाता
पशुचिकित्सा एवं पशुपालन महाविद्यालय,
जबलपुर