



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुपति
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH TIRUPATI
(An Autonomous Institution of National Importance under Ministry of Education, Govt. of India)

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INDIAN INSTITUTE OF SCIENCE EDUCATION
AND RESEARCH TIRUPATI



आईआईएसईआर तिरुपति में दवा की दुकान के चलाने के लिए
निविदा

TENDER FOR RUNNING PHARMACY
AT
IISER TIRUPATI

निविदा संदर्भ सं/Tender Reference No: IISERT/ADMIN/01/2026

दिनांक/Dated: 25/03/2026

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NOTICE INVITING TENDER

Indian Institute of Science Education and Research (IISER) Tirupati is an autonomous Institution of National Importance established by the Ministry of Education, Government of India. IISER Tirupati invites bids (**in two bid system**) for running Pharmacy at IISER Tirupati for supply of pharmaceutical medicines of standard companies.

Tender Reference Number: **IISERT/ADMIN/01/2026**

Date: **25-03-2026**

Issued by:

The Registrar,
Indian Institute of Science Education and Research, Tirupati,
Srinivasapuram, Panguru (G.P), Yerpedu (M), Tirupati,
Tirupati District – 517619, Andhra Pradesh, India.

The Tender should be submitted in Sealed Bids, either physically or by post/courier, to the address mentioned above.

The sealed bids should be superscribed as “Tender for running Pharmacy Shop at IISER Tirupati”.

Critical Dates of Tender

S.No	Particulars	Date	Time in Hrs
1.	Date and Time of Publication	26/03/2026	09:00 Hrs
2.	Prebid Conference	01/04/2026	15:00 Hrs
3.	Bid Submission Start Date & Time	02/04/2026	09:00 Hrs
4.	Bid Submission Close Date & Time	08/04/2026	15:00 Hrs
5.	Technical Bid Opening Date & Time	08/04/2026	15:30 Hrs
6.	Financial Bid Opening Date & Time	Will be separately notified to the Technically qualified bidders.	

- Bid Clarifications:** Clarifications regarding the tender document, including terms and conditions, may be sent to administration@iisertirupati.ac.in by keeping a copy to purchase@iisertirupati.ac.in on or before **17:00 Hrs of 31/03/2026 (Tuesday)**.
- Pre-Bid Meeting:** A pre-bid conference will be conducted at IISER Tirupati on **01/04/2026 at 15:00 Hrs**. All prospective Bidders/ Chemists/ Pharmacists may participate in the meeting and clarifications to all the queries will be given during the Pre-Bid Conference. No further queries will be entertained after the Pre-bid conference.

Some important requisite information pertaining to the outlet:

Location of the Pharmacy Shop	Dining Block
Monthly License Fee	₹1,200 + GST per month
Timings of the Pharmacy	9:00 AM to 9:00 PM. However, the pharmacist should be available on the phone at all times.
Security Deposit	Rs. 1,00,000/-

3. Amendment to Bidding Documents:

- 3.1. At any time prior to the due date for submission of bids, the Institute may, for any reason, whether at its initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.
- 3.2. The changes/modifications would also be hosted on the website of the Institute, and all prospective Bidders are expected to surf the website before formulating and submitting their bids to take cognizance of the amendments. All prospective bidders who have downloaded the Tender Document should visit the Institute website regularly for any changes/modifications in the Tender Document.
- 3.3. The IISER Tirupati reserves the right to amend or withdraw any of the terms and conditions mentioned in the tender document or to reject any or all tenders at any stage without giving any notice or assigning any reason, and is not bound to accept the lowest tender, keeping in view the Interest of the Institute. The decision of the IISER Tirupati in this regard shall be final and binding on all.
- 3.4. IISER Tirupati reserves the right to reject or accept the highest discount offering Bid or any Bid and also reserves the right to accept the whole or any part of the Bid.

TERMS AND CONDITIONS

I. Eligibility Criteria:

- a) The Bidder (Chemist/Firm/Company) should be a registered Individual/ Firm/ Company/ Chemist (Consortium Bidders and Joint Ventures not allowed).
- b) The Bidder must hold a valid Retail Drug License as on the last date of bid submission. The successful Bidder shall have to apply and obtain a valid drug license from the appropriate Government Agency/Authority (from the Drugs Control Department, Govt. of Andhra Pradesh, under the provisions of the Drugs and Cosmetics Act, 1940 and The Drugs and Cosmetics Rules, 1945) for running the proposed pharmacy at IISER Tirupati.
- c) The Bidder must have a valid FSSAI License for running retail pharmacy outlets as on the last date of bid submission. Besides, the successful Bidder shall also be required to have/obtain all other licenses/registrations as may be necessary from time to time under various laws/enactments.
- d) The Bidder must have experience running similar outlet(s) or providing medicines for **TWO consecutive years** in a Government/Semi-Government/Autonomous body/reputed hospital/any reputed organization etc. Interested Bidders may apply along with sufficient proof of experience/ability to run the pharmacy.
- e) The Bidder should have a minimum average annual turnover of ₹40 Lakhs in the last three financial years, i.e., 2022-23 to 2024-25.
- f) Bidder should not have been blacklisted or otherwise disqualified pursuant to any proceedings by any Central or State Government or Autonomous Body or Public Sector Undertakings in India and which is for the time being in force.
- g) The Bidder must not have been convicted by any Drugs Control Authority, and no case should be pending under the Drugs and Cosmetics Act and Rules. An affidavit should be submitted to this effect that no case is pending against the Bidder under the Drugs and Cosmetics Act and the Drugs Price Control Order issued from time to time.
- h) The Bidder should not be insolvent, in receivership, bankrupt, or being wound up, not having its affairs administered by a court or a judicial officer, not have its business activities suspended, and must not be subject of legal proceedings for any of the foregoing reasons.
- i) The Bidder must have a PAN Number, GST/GSTIN number, and a Current Account, etc. The Bidder with whom the contract is finally awarded shall have a GST number for such outlet/outlet in question as well, if the related law requires.

II. Mandatory Documents to Substantiate Eligibility

- a) Self-attested copy of the valid Retail Drug License issued by the appropriate Government Agency/Authority (from the Drugs Control Department, Govt. of Andhra Pradesh, under the provisions of the Drugs and Cosmetics Act, 1940 and The Drugs and Cosmetics Rules, 1945).
- b) Self-attested copy of the Bidder's Registration / Incorporation Certificate with relevant authority in India.
- c) Self-attested copy of the valid FSSAI License.
- d) Self-attested copies of work orders/contracts/work completion/satisfactory performance certificates/performance appraisal certificates fulfilling the qualifying criteria mentioned.
- e) Statement of annual turnover for the latest three financial years in support of eligibility criteria mentioned duly certified by a registered and practicing Chartered Accountant.
- f) Non-blacklisting undertaking by the bidder in their letterhead.
- g) Certificate of non-conviction and non-pendency of cases by any Drugs Control Authority and under the Drugs and Cosmetics Act and Rules issued by the Drugs Licensing Authority.
- h) Self-attested copy of the GST registration certificate of the firm.
- i) Self-attested copy of the PAN issued under the name of the firm.
- j) Self-attested copy of the Aadhaar Card of the proprietor(s)/owner(s) of the bidding firm/agency.
- k) Self-attested copy of the passbook of the Current Account.
- l) Self-declaration regarding the method of disposal of expired medicines.

III. Scope of Work:

1. The Pharmacy will stock the drugs and medicines of well reputed companies according to the lists provided by the Medical Officer, IISER Tirupati once contract is awarded. Cold Storage wherever necessary will have to be arranged by the successful Bidder. No new medicines should be stocked without the permission of Institute Wellness Clinic. Adverse drug reporting must be done if there are adverse drug Reactions for a particular batch.
2. The Pharmacy shall make the necessary arrangement to supply all types of medicines prescribed by the Institute Medical Officers/Visiting Consultants to the beneficiaries/customers including provision of all materials, medical devices/equipment etc. as required. This will also include the cost of transportation, cost of materials and labour etc.
3. The successful Bidder shall make his own arrangement for safe storage of medicines/medical devices/equipment etc.
4. The successful Bidder must ensure that the drugs dispensed are of GMP/WHO-GMP certified quality and BIS/ISO/CE/USFDA in case of consumables, surgical and sutures. However, in the case of generic drugs, only WHO GMP-certified quality is a must.
5. The successful Bidder must adopt a strict quality control mechanism to ensure no medicine of "Not of Standard Quality" is dispensed through their outlet.

6. The Agency shall ensure the provision and sale of quality products, medicines, consumables, surgical, chemicals, reagents, etc., and in no case the items as above which are spurious, soiled, damaged, postdated, and expired, would be stocked, sold, or supplied by the successful Bidder. Breach of these conditions will entail immediate suspension and cancellation of the contract. The products shall conform to the rules and laws of the Government regarding their sale. There should not be any spurious or misbranded drugs in the pharmacy store.
7. The overall control and supervision of the said space will remain vested in the successful Bidder and the officials of the Institute shall at any time be entitled to inspect the premises under License for its bona fide use and in connection with the fulfillment of the other terms and conditions of the agreement. Periodical inspection by the Institute will also be carried out to verify the stock position of the medicines, cold chain maintenance, barcoding, etc. The successful Bidder is required to correct and adopt all the measures immediately, as advised by the Institute, for the smooth running of the outlet.
8. The successful Bidder must provide monthly details of both supplied and non-supplied items.
9. The Pharmacy will have to issue medicines, consumables, surgical, and other supplies of the required quantity, and specifications to the patients and the Institute Wellness Clinic, on requisition/ as per prescription only. Pharmacy will be advised to give the medicines to the patients in cut strips STRICTLY as per prescriptions.
10. Other items like sanitary items, food substitutes, Diagnostic & Surgical etc., shall be available in the Pharmacy.
11. The successful Bidder must ensure that all the medicines and consumables and supplies (particularly lifesaving drugs), which are prescribed by the doctors, are available at the outlet at any given point of time.
12. The successful Bidder must maintain a minimum 15 days of stock (based on average consumption) throughout the contract period.
13. Advertising in any form, of any product, in the Pharmacy is not permitted.
14. The successful Bidder should prominently display the applicable discounts for all such items.
15. The Medicines to be supplied will be based on the prescription issued by the Medical Officers of IISER Tirupati/ authorized visiting Consultants.
16. No substitute medicine other than the prescribed medicine of any kind will be supplied to the beneficiaries except with proper authorization from the Medical Officer or his/her authorized Medical Officers of IISER Tirupati.
17. The Pharmacy will have to stock the inventory having a two-third shelf life, i.e., 8 months of expiry period should be left for a drug/medicine with a one-year shelf life.
18. An adequate number of pharmacists, depending on the requirement, must be provided by the successful Bidder. If any deficiency is found, the IISER Tirupati reserves the right to cancel the Pharmacy/firm contract without any notice. However, the pharmacist should be available on the phone at all times in case of emergencies. The Institute will not provide any manpower. The Pharmacy/firm should engage a qualified pharmacist with a

diploma/degree from a government-recognized Institute (Recognized by the Pharmacy Council of India). **Pharmacists should be trained in dealing with patients and should possess good conduct.**

19. The Pharmacy will be established in the Dining block of the Institute (16.38 Sq.m) and its services will be utilized by the community of IISER Tirupati and on a payment basis by the community of IIT Tirupati.
20. Expenditure on the establishment of the shop, broadband internet connectivity, telephone, etc., shall be borne by the Pharmacy. The Institute will provide electricity on a payment basis as per the applicable rates of the Institute.
21. The contractor should enclose a notarized photocopy of the educational qualifications with regard to Pharmacy. Before any change of pharmacists, the successful Bidder shall obtain consent from the Medical Officer and the Administration so that the credentials of the person to be appointed are verified.
22. The successful Bidder and all its employees must display their identity cards while on the Institute premises. A list of all the employees with their full details must be submitted to the Wellness Clinic/Administration of the Institute.
23. The successful Bidder shall use the premises solely for the purpose for which it has been provided, and for no other purpose, and it shall not part with the premises/sub-let the premises to anyone directly or indirectly.
24. The successful Bidder shall keep the premises in a clean sanitary and tenable condition and shall pay for the cost of making good any damage thereto or to adjacent premises, caused by negligence or misuse of premises by the successful Bidder or before taking over possession whichever is earlier and shall indemnify the Institute against any loss/damage/additions/ alterations to the premises. The licensee will get the whitewash/paint done in the outlet at his / her cost from time to time as and when required.
25. The successful Pharmacy/firm should apply for and procure a valid retailer Food and Drug license at least for 2 years from the appropriate government agency/authority (from the Drugs Control Department, Govt of Andhra Pradesh, under the provisions of The Drugs and Cosmetics Act, 1940, The Drugs and Cosmetics Rules, 1945, and The Food Standards and Safety Authority of India (FSSAI)) for running the proposed pharmacy at IISER Tirupati.
26. The Pharmacy should have all mandatory licenses required to stock and dispense the medicines.
27. The Pharmacy/firm shall arrange and will be responsible for all clearances/formalities including a drugs license from the State Drug Controller for opening a Pharmacy/firm/pharmacy shop in the allotted space within one month.
28. The medicines should be supplied as prescribed by the Medical Officer, IISER Tirupati.
29. Under any circumstances, reused/recycled and re-circulated medicines shall not be dispensed by the Pharmacy.
30. The pharmacy/firm shall make arrangements for the systematic distribution of medicines to the patients.

31. The successful Bidder shall disclose the method and procedure for disposal of expired medicines, as per the Government directives and IISER Tirupati shall in no way assist the successful Bidder in this regard. The process of disposal will have to be stated in the Technical Bid, as required by the Pollution Control Board.
32. The pharmacy/firm should maintain inventory and billing software for keeping records of all medicines at IISER Tirupati. No charges will be payable from the Institute for the purchase and maintenance of the Inventory and billing software.
33. All purchase invoices for procurement of medicines/equipment/devices/other medical supplies by the pharmacy consisting of batch nos. along with expiry date shall be submitted to the Medical Officer, IISER Tirupati for counter signature. These countersigned invoices must be submitted along with the consolidated bills for the settlement of dues every month.
34. Consolidated bill shall be submitted once every month to the Medical Officer, IISER Tirupati enclosing the documents, prescription duly signed by the employees, his/her family members, students along with a consolidated statement having all such details of medicines supplied, rates, amount etc., for verification and processing for payment.
35. The pharmacy should not issue a non-availability certificate for the supply of medicines. However, in exceptional cases, it is accepted with the prior approval of the Medical Officer, IISER Tirupati.
36. The Pharmacy should have its own approved letter pad, rubber stamp, seal, etc.
37. Only qualified pharmacists shall dispense the medicines/drugs at the Pharmacy outlet of the Institute. The successful Bidder must submit the details of the qualifications of people/employees to be engaged by them. Only the persons/employees approved by the Medical Officer of the Institute may be engaged in the pharmacy. They should be covered under medical insurance following the Rules of Shops & Establishments Act. All staff should be paid in accordance with the Minimum Wages Act.
38. The possession of the premises (Pharmacy Outlet) granted to the Pharmacy shall continue with the IISER Tirupati, and the license shall be given only to stock / dispense the medicines/ drugs.
39. The licensee shall not store empty packing cases or baskets or any goods or any other material in the open spaces around the premises or any other place from where such goods or material may be visible from outside. The area in front of the said premises shall not be encroached upon and used or allowed to be encroached upon or used for any purpose other than the public passage. The licensee shall not make any addition or alteration in or around the premises without the written consent of the Institute. Biomedical medical waste management has to be properly maintained as per the Government guidelines/norms.
40. No advance payment shall be made to the successful Bidder by IISER Tirupati in any form or under any circumstances.

41. **Quality Testing:**

- a) The State Drug Control Authority or any other Officials/Agency authorized by Drug Control Authority or by the Institute have every right to visit the outlet setup by the

Agency within health facilities and collect random samples for testing and conduct inspection on quality storage as per the provisions of Drugs & Cosmetic Act, 1940 and under other relevant laws in force.

- b) If, as per the test result, the sample is declared to be “Not of Standard Quality” or spurious or adulterated or mis-branded as per Drugs & Cosmetic Act, 1940, such batch/batches will be deemed to be rejected goods and to be removed immediately by the Agency from the outlet.
- c) The Agency shall be penalized for each such finding which fails to meet the quality standard as per the test conducted by the Drug Controlling Authority or by the Institute through a NABL accredited laboratory drawing random sample. The penalty shall be levied @ 2% of the total payment for that month due to the outlet (where such failure was detected) for each failure. (For example, in a month two such instances of failure found by the authority, then 4% of penalty shall be deducted from the monthly payment due to that outlet.)

42. Recovery of License Fee and Electricity Charges:

- a) In case of failure to pay the License Fee within the stipulated time as aforesaid, the successful Bidder shall be liable to pay a penalty towards belated payment as may be decided by the Institute over and above the bill
- b) The successful bidder shall purchase a separate meter and get it installed by the Engineering section of the Institute for recording electricity consumption. Payment of electricity charges will be made based on actual consumption, based on actual meter reading, as per the tariff fixed by the Institute (currently **₹7 per unit**), including surcharge plus applicable taxes, if any, and communicated by the Institute. Electricity charges have to be paid monthly. If the utility charges (Electricity) are not paid by the successful bidder within 7 days of the intimation to pay the Utility charges, the Shop will not be allowed to open till the time the utility charges are paid.
- c) In case of non-payment of electricity charges in time, the successful bidder shall be bound to pay a penalty towards belated payment as may be decided by the Institute over and above the bill. Further, if the dues remain unpaid for up to three months, the electricity connection shall be disconnected without giving any notice, in this behalf.
- d) Non-payment of the License fee and electricity charges within time shall be deemed to be a serious breach of the contract and may lead to termination of the contract at the discretion of the Institute and which shall not be challenged by the successful Bidder under any circumstances, whatsoever.
- e) The successful Bidder shall use the premises ONLY for which it has been allotted by the Institute under the contract. The use of the premises for other purposes, without prior written permission of the Institute will lead to the suspension/termination of contract with immediate effect.

IV. Price offer from Bidder:

- a) The Bidder shall offer the maximum uniform discount on M.R.P., i.e., the Maximum Retail price which is printed on the packings/flaps/ bottles. In case there is any anomaly between the uniform discount quoted in figures and words, then the highest discount mentioned either in words or in figures will be considered for bid evaluation.
- b) The contractor will be paid on M.R.P. less discount. No extra amount towards GST or any other levy/tax will be paid which has to be borne by the contractor. Tampering with the printed M.R.P of the manufacturer by the local pharmacy/ chemist by using stickers or any other means will not be accepted.
- c) The firm offering the highest discount on Drugs, Medicines, sanitary items, food substitutes, Diagnostic and Surgical will be awarded the contract.

V. Others:

- a) A list of medicines to be stocked will be provided by the Institute Wellness Clinic, IISER Tirupati once the contract is signed.
- b) IISER Tirupati reserves the right to reject or accept the highest discount offering Bid or any Bid and also reserves the right to accept the whole or any part of the Bid.
- c) The successful bidder must abide by all the Terms and Conditions specified in the tender document. Violation of any of the terms and conditions stipulated above amounts to breach of contract in which case IISER Tirupati may take any appropriate action including imposing of penalty, forfeiture of security deposit, or cancellation of the contract.
- d) If the quality of medicines/consumables/pathological kits products and services provided is not satisfactory, IISER Tirupati will impose a penalty as stated in Penalty Clause.
- e) The contractor will be responsible for all claims for damages and liability which may arise due to failure to comply with any of the Terms and conditions.
- f) The prescribed medicine/drugs other than listed should be made available at the prescribed outlet within 24 hours of the presentation of the prescription.

VI. Period of the Contract:

The successful Bidder will be awarded the contract **for two years from the date of commencement of work**. Based on satisfactory performance, the contract may be extended for further period of three years (year to year basis) on mutually agreed terms and conditions and in any case not exceeding 5 (five) years from the date of commencement of work.

Licence Fee:

The Bidder will have to pay a minimum monthly license fee of ₹ 1,200/- to IISER, Tirupati. GST on license fees @ 18% or as per the prevailing Government rates shall be payable. The contractor has to pay the monthly License fee before the 7th of every month. In case of failure to pay the license fee within the stipulated date, a penalty will be charged as per the Institute Rules.

VII. Time of Mobilization:

The work covered by this contract shall commence within 15 days from the date of communication in the form of a letter/email. After the Award of the contract, no further communication for the extension of the date in this regard shall be entertained.

The successful bidder will be construed and shall be governed by the laws applicable for running a pharmaceutical store and the contractor shall be required to comply with such laws with regard to the performance of the contract including safety and security. The bidder shall ensure the payment of wages to his staff on time and provide them with a photo identity card to be exhibited while on the premises of IISER Tirupati. The successful bidder will be covered under all statutes including the Labour Laws.

VIII. Submission of Tender/Bid:

- a) **Envelopes:** Signed and sealed Part-I and Part-II should be kept in separate sealed covers.
- b) **Cover 1:** The cover for Part-I should be super-scribed as Tender for running Pharmacy Shop at IISER Tirupati (Technical Bid).
- c) **Cover 2:** The cover for Part-II should be superscribed as Tender for running Pharmacy Shop at IISER Tirupati (Price Bid).
- d) All the two covers should be kept in a big single sealed cover super-scribed as Tender for running the Pharmacy Shop at IISER Tirupati.

IX. Earnest Money Deposit Details:

EMD Amount of ₹ 50,000/- (Rupees Fifty Thousand only) in the form of a Demand Draft from a Nationalized/scheduled bank in favor of The Director, IISER Tirupati. Bidders registered with MSME/ NSIC are exempted from payments of EMD and are required to submit the Bid Securing Declaration Form.

Details of the Bank for Payment:

- Bank Name : State Bank of India
- Branch Name : IIT Campus Branch, Tirupati
- Account Number : 35029946671
- IFSC Code : SBIN0064604

- a) The same may be deposited by registered post or in person to the REGISTRAR, IISER TIRUPATI, before the last date for submission of the bid.
- b) Bidders/Chemists/Pharmacists are to indicate the bid number and name of the bidding entity in the transaction details field at the time of online transfer. The Bidders/Chemists/Pharmacists has to enclose a copy/proof of the Online Payment Transfer along with the bid.

X. Performance Guarantee:

- a) Performance Bank Guarantee (PBG) of any nationalized Bank in favor of IISER Tirupati should be submitted to a tune of ₹ 1,00,000/-. This PBG shall cover the entire period of the contract and shall remain valid for a period of 90 days beyond the period of the contract
- b) The Successful Bidder can submit the Performance Security in the form of Payment online through RTGS /internet banking, also. Online payment shall be in favor of **the Director, IISER Tirupati payable at**
 - i. **Account No.: 35029946671**
 - ii. **IFSC Code: SBIN0064604**
 - iii. **Bank Name: State Bank of India**
 - iv. **Branch address: IIT Tirupati Campus**
- c) The successful Bidder is to indicate the Contract number and name of the Seller entity in the transaction details field at the time of online transfer. Bidder must submit a copy/proof of the Online Payment Transfer in place of the PBG within 15 days of the contract award. If the contract is further extended beyond the initial period, the PBG shall be renewed for the extended period.

XI. Evaluation of Bids and Award of Contract:

- a) The technical evaluation committee will examine the bids to confirm that all documents and technical documentation requested in Tender have been provided, and to determine the completeness of each document submitted. The Bidders, who do not meet the basic requirements, are to be treated as unresponsive and ignored. **A bidder who submits a Financial Bid in the Technical Bid shall be disqualified.** The Bidder technically disqualified, shall be intimated via email.
- b) **The financial bid will be opened only for a technically qualified bidder.**
- c) The evaluation shall be based upon scrutiny and examination of all relevant data and details submitted by the Bidder in its/ his bid and other allied information deemed appropriate by the Procuring Entity. Evaluation of bids shall be based only on the criteria/ conditions included in the Tender.
- d) The institute will award the contract to the successful Bidder based on the parameters notified in the Financial Bid.
- e) The Institute will notify the successful bidder in writing by registered letter or e-mail that the bid has been accepted and a separate contract/work order shall follow through post/e-mail.
- f) The successful bidder should submit order acceptance within 14 days from the date of issue of the order/signing of the contract, failing which it shall be presumed that the vendor is not interested, and his bid security is liable to be forfeited.
- g) Information relating to the examination, evaluation, comparison, and post qualification of bids, and recommendation of the contract award, shall not be disclosed to bidders or any

other persons not officially concerned with such process until publication of the Contract Award.

- h) Any effort by a Bidder to influence the institute in the examination, evaluation, comparison, and post qualification of the bids or contract award decisions may result in the rejection of its Bid.

XII. Other terms and conditions:

- a) Canvassing in any form with regard to this tender will lead to rejection of the bid.
- b) It must be clearly understood that any contract concluded pursuant to this tender shall be governed by the terms and conditions as contained in the tender. Bidder must, therefore, take special care to go through the tender. It should also be realized that the bidder is willing to execute the contract as per the terms and conditions of the contract.
- c) Only one tender shall be submitted by one bidder.
- d) No correspondence/discussion/visits whatsoever will be entertained on the subject unless specifically called by this office after opening the bids for technical discussions/ price negotiations. Any violation of this will render the quotations invalid and the firm is liable to be blacklisted.
- e) Neither the contractor nor the institute shall be liable to the other, for any delay in or failure of their respective obligations under this control caused by occurrences beyond the control of either party because of fire, floods, acts of God, acts of public enemy, wars, riots, strikes, lockouts, sabotage any law statute or ordinance order actions or regulations of the Government or any compliance there is similar to the above. Either party shall promptly notify the other of his commencement and cessation of such contingency and prove that such is beyond the controls and affects the implementation of this contract adversely.
- f) **Arbitration:** All disputes or differences arising out of the contract, except disputes or differences for which separate provisions for their resolution have been made in the contract ('excepted matters'), shall be settled by Conciliation or Arbitration in accordance with the Arbitration and Conciliation act, 1996, and the provisions made hereinafter in this article. In the event of any dispute or difference arising under this contract, the Registrar, IISER Tirupati or his nominee is the arbitrator, and the decision of the arbitration will be binding on both parties.
- g) **Jurisdiction:** The competent court at Tirupati shall have exclusive jurisdiction upon any matter arising out of this contract.
- h) Until a formal agreement is prepared and executed, acceptance of this tender shall constitute a binding contract between the bidder and the Institute, subject to modifications, as may be mutually agreed between the bidder and IISER Tirupati.
- i) All the Bids must be valid for a period of 120 days from the last date of submission of the bid for execution of the Contract. However, the quoted rates should be valid for the initial/ extended period of the Contract from the effective date of the Contract. No request will be considered for price revision during the original or extended Contract period.

- j) Relatives of employees (regular/contractual) and students of the Institute are barred from submitting bids.
- k) All necessary furniture and other infrastructure for providing the services in the outlet shall be arranged, provided, and maintained by the contractor.
- l) Facilities of prevalent Digital Payment methods such as BHIM, UPI, Mobile Wallet, Credit / Debit Card, etc., should be made available by the contractor.
- m) The licensee shall maintain full hygienic conditions in the outlet in keeping the floor, furniture, etc., neat and clean, so as to maintain the standards and aesthetic values in the outlet. The licensee shall also have to make their own arrangements for the safe storage of materials, including food items.
- n) Usage of plastic bags is strictly prohibited, and the same shall not be used under any circumstances whatsoever. Instead, the use of paper bags, etc., is encouraged.
- o) The Licensee shall be responsible for the strict adherence to discipline and good conduct by its workers deployed to the outlet.
- p) The entire Institute campus is declared a tobacco-free campus. The contractor shall ensure that no product shall be sold from the premises, which is prohibited to be sold within the premises of an educational Institute, as per the provisions of Cigarette and Other Tobacco Products (Prohibition of Advertisement and Regulation of Trade and Commerce, Production, Supply, and Distribution) Act, 2003. If a contractor is found selling cigarettes and other tobacco products, the agreement shall be terminated with immediate effect and the said contract be debarred for five years from participating in any tender floated by the Institute.
- q) **Termination of Contract:** Either party may terminate the contract by giving one month's notice to the other party without assigning any reasons, whatsoever. The contract may be terminated in terms of any provisions stipulated in the contract.

XIII. Terms of Payment:

- a) The Pharmacy shall present the Consolidated Bill together with prescriptions duly signed by the employees, his/her dependents, and students to the Medical Officer on completion of every month. The bill should indicate the details of the dispensing made each day such as name of the item, name of the manufacturer, batch number, date of manufacture & expiry date, name of the patient, and prescription slip number with date, as per contract etc. and any other information required by the IISER Tirupati Authorities for verification and processing for payment.
- b) Along with the consolidated bills, the successful bidder must submit the countersigned invoices of procured medicines by the Pharmacy.
- c) Payment will be made within 30 days from the date of submission of the bill completed in all respects as mentioned above.
- d) Payment shall be made by electronic fund transfer, or any such other mode offered by the Bank.



XIV. Penalty

In the event of breach of any of the terms & conditions of the contract or bidder neglects, delays or fails to perform the contract, IISER Tirupati reserves the right to forfeit the Performance Bank Guarantee and debar the bidder from participating in future tenders for such a period, as deemed fit.

Deductions for Delay / Default:

- a) The stock of Life-saving drugs/medicines as per the standard should be made available immediately on placing the indent/demand. Not delivering the medicines as per the standard will attract a penalty of ₹ 1,000 for each such default.
- b) In the case of a prescription for a specific brand of medicines, the same shall not be substituted. If any such case is noticed during subsequent scrutiny after or before the payment, then the outsourced pharmacy will be penalized with ₹1,000 plus the cost of the specific brand of medicines for each such default.
- c) Medicines as per the prescription or list provided by IISER Tirupati have to be available all the time in the pharmacy. In case of failure to maintain stock as per requirement, a penalty of ₹100 per prescription will be imposed.
- d) The prescribed medicine/drugs other than listed should be made available at the prescribed outlet within 24 hours of the presentation of the prescription. Delayed supply of any medicine without proper justification will attract a penalty of ₹1,000 per prescription.
- e) Penalty for late payment of license fee and electricity charges – ₹ 1000 extra per month.

TECHNICAL BID

Bidders MUST submit ALL required documents in support of the minimum eligibility criteria along with the Tender proposal. No document in support of the minimum eligibility criteria will be accepted/entertained after the last date for submission of bids. A list of all submitted documents should be provided.

S No.	Description	Detailed Response	Pg.No
1.	Name of registered Firm/Company/Chemist (with Proof of Registration)		
2.	Address of the Office of the Bidder /Organization/Firm Land Line No Mobile No Email		
3.	Name, designation, and details of the contact person. Land Line No Mobile No Email		
4.	Bank Details of the Agency Bank Name : Name of the Branch : Branch Code : Bank Address Bank : Type of Account : Account Number : NEFT/IFSC Code : RTGS Code : 9 Digit MICR Code :		
5.	The Pharmacy/firm must hold a valid Food & Drug Administration License (Enclose copy of valid FDA License of the Pharmacy/firm in the technical bid).		

6.	The Bidder must not have been convicted by the State Drugs Authorities and no case should be pending under the provisions of Drugs and Cosmetics Act, 1940 & rules made there under. (Enclose an undertaking on company letterhead)		
7.	Legal Status (Attach copies of the original document defining the legal status): An Individual A proprietary firm/ HUF Firm A Firm in partnership A limited company Corporation or Co-operative society		
8.	Details of Registrations:		
	Valid Retail Drug License (Attach attested Copy).		
	Registration with the Pharmacy Council of India or State Pharmacy Council (Attach attested Copy).		
	FSSAI Registration (Attach attested Copy).		
	Permanent Account Number (PAN) (Attach attested Copy).		
	GST registration (Attach attested Copy).		
	Income Tax Registration (Attach attested Copy). [These documents are mandatory for the bids to be considered]		
9.	The Bidder must have experience running similar outlet(s) or providing medicines for TWO consecutive years in a Government/ Semi Government/ Autonomous body /reputed hospital/ any reputed organization etc. Documentary proof for the same must be provided.	Submitted / Not Submitted	

10.	The average annual financial turnover of 'The Bidder' during the last three years , ending on 31 st March of the previous financial year, should be at ₹40 Lakhs as per the annual report (audited balance sheet and profit & loss account for the financial years 2022-2023, 2023-2024 & 2024-2025.) of the relevant period, duly authenticated by a Chartered Accountant/Cost Accountant in India or equivalent in relevant countries. (Documentary evidence duly certified by a valid Chartered Accountant must be enclosed with the technical bid) [These documents are mandatory for the bids to be considered.]	Financial Year - 2024-2025: Rs. _____ Financial Year - 2023-2024: Rs. _____ Financial Year - 2022-2023: Rs. _____ Submitted / Not Submitted	
11.	In case the tender is signed by a person other than the sole proprietor/owner, authorization given by the Executive Body authorizing the officer/partner to sign the tender documents for this tender to be submitted on letterhead duly signed & stamped.	Submitted / Not Submitted	
12.	Details of the scanned copy of the earnest money deposit (EMD) ₹ 50,000/- (Fifty Thousand Rupees only) submitted.	Submitted / Not Submitted	
13.	Submit the Financial Bid (Annexure-I) certificate on a letterhead in the prescribed format.	Submitted / Not Submitted	Not Applicable
14.	Submit the Tender Acceptance Letter (Annexure-II) certificate on a letterhead in the prescribed format.	Submitted / Not Submitted	
15.	Submit a No Relationship Certificate placed under (Annexure-III) on a letterhead in the prescribed format.	Submitted / Not Submitted	
16.	Submit Affidavit placed under (Annexure-IV) in the prescribed format.	Submitted / Not Submitted	



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुपति
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH TIRUPATI
(An Autonomous Institution of National Importance under Ministry of Education, Govt. of India)

17.	Submit a Bid Securing Declaration Form placed under (Annexure-V) on a letterhead in the prescribed format.		
18.	Submit all pages of the tender document that are signed by the Bidder.	Submitted / Not Submitted	
19.	Any other information relevant to the Tender	Submitted / Not Submitted	

Place: _____

Date: _____

Signature of Bidder

Name, Address rubber stamp

ANNEXURE – I

FINANCIAL BID

S.No.	Particulars	Maximum uniform discount offered on M.R.P.			
		Branded Medicines prescribed by the Medical Officer (40% weightage)	Surgical Items (20% weightage)	Injections (vaccines and antibiotics) (20% weightage)	FMCG, sanitary items etc (20% weightage)
		(A)	(B)	(C)	(D)
1	Running Pharmacy at IISER Tirupati for the supply of pharmaceutical medicines of standard companies on a credit basis to the students & employees of the Institute.				

Note:

1. The discount percentage should be applicable throughout the contract period.
2. The weighted average, as mentioned in the above table, will be considered to evaluate the Financial Bid.
3. The bidder quoting the highest weighted average discount will be ranked as H1, and the contract order will be placed accordingly.
4. In case of a tie, the bidder quoting a higher discount for Medicines (A) will be considered as H1, and if there is still a tie, the contract shall be then awarded to the bidder amongst H1 who with highest average annual turnover of last three years work based on the certificate submitted along with bid.



TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

To
The Registrar
IISER Tirupati

Sub: Acceptance of Terms & Conditions of Tender

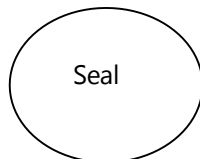
Tender Reference No. : IISERT/ADMIN/01/2026
Name of Tender/ Work : Running Pharmacy at IISER Tirupati

Dear Sir/Madam,

1. I / We have downloaded / obtained the Tender for the above mentioned “Work” from the website(s) namely: www.iisertirupati.ac.in as per your advertisement, given in the above-mentioned website(s).
2. I / We hereby certify that I / We have read the entire terms and conditions of the Tender and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organizations too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the conditions of above mentioned Tender document(s) / corrigendum(s) in its totality / entirely.
5. I / We do hereby declare that our Firm has not been blacklisted / debarred by any Govt. Department/ Public Sector Undertaking.
6. I / We certify that all information furnished by our Firm is true & correct and, in the event, that the information is found to be incorrect/untrue or found violated, then your department / organization shall without giving notice or reason thereof, may summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including forfeiture of the full said EMD absolutely.

Date:

Place:



Authorized Signatory

Name:

Designation:

Contact No.:



ANNEXURE – III

NO RELATIONSHIP CERTIFICATE
(On Company Letterhead)

1. I/We hereby certify that I/We* am/are* related/not related (*) to any officer of IISER Tirupati. (If related, provide the details of the employee)
2. I/We* am/are* aware that, if the facts subsequently proved to be false, my/our* contract will be rescinded with forfeiture security deposit and I/We* shall be liable to make goods the loss or damage resulting from such cancellation.
3. I//We also note that, non-submission of this certificate will render my / our tender liable for rejection.

Date:

Authorized Signatory

Name:

Place:

Designation:

Contact No.:



ANNEXURE – IV

(To be furnished on non-judicial stamp paper of Rs. 100/- duly attested by a Magistrate/Notary Public)

(To be submitted along with technical bid)

AFFIDAVIT

I/We (Name) _____
Contractor/Partner/Sole Proprietor (strike out which is not applicable of (Firm))
_____ do hereby solemnly affirm and declare that the individual/firm/companies
are not black listed by any Government Department or an autonomous body.

DATE, THE day of 2026

DEPONENT

ADDRESS _____

VERIFICATION

Verified that the content of above affidavit is true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been kept concealed there from.

DATE, THE day of 2026

DEPONENT



ANNEXURE – V

BID SECURING DECLARATION FORM

Date: _____ Tender No. _____

To (insert complete name and address of the purchaser)

I/We, the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of two years from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity
 - (i) fail or reuse to execute the contract, if required, or
 - (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

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.

Signed: (insert signature of person whose name and capacity are shown)

in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid.)