

NIT No.	AOVIJ/HR/
DATE	17-01-2024

TENDER



STATE BANK OF INDIA

STATE BANK OF INDIA, HR SECTION, ADMINISTRATIVE OFFICE, VIJAYAWADA,  
ANDHRA PRADESH

**INVITES TECHNICAL BID & FINANCIAL BID UNDER TWO BID SYSTEM  
THROUGH TENDERING PROCESS**

**Supply of Medicines to Bank Dispensary,  
At SBI Administrative Office, Vijayawada  
under the Control of SBI Administrative Office, Vijayawada**

**TECHNICAL BID : TO BE SUBMITTED IN PHYSICAL FORM ONLY**

**FINANCIAL BID: TO BE SUBMITTED IN PHYSICAL FORM ONLY**

**Last Date for Submission : 06-02-2024 by 03:00pm**

**Tender Submitted By:**

**Name of the Tenderer**\_\_\_\_\_

**Address**\_\_\_\_\_

\_\_\_\_\_

**The Chief Manager (HR),  
State Bank of India, Administrative Office  
Prakasam Road, Suryaraopet, Vijayawada-520002**

## **NOTICE INVITING TENDER (NIT)**

State Bank of India (SBI) Administrative Office (AO), Vijayawada invites Tenders (Under 2 Bid System) from the **MEDICINE SUPPLIERS** for supply of medicines to Dispensary of AO Vijayawada.

(Venders are requested to visit website for any Corrigendum)

1	Name of Work	Supply of medicines to Dispensary of SBI, Administrative Office, Prakasam Road, Suryaraopet, Vijayawada – 520 002
2	Tender Fees	NIL
3	Time Period for Supply of Medicines	7 days from the date of receipt of indent issued by Bank Medical Officer.
4	Contract Period for Supply of Medicines	24 months
5	Estimated Cost of tender	Maximum up to Rs 6,00,000 /- (including GST) on monthly basis.
6	Earnest Money Deposit (EMD)	<b>NIL</b>
7	Tender Documents Availability including changes / amendments, if any to be issued	<b>From 17-01-2024 to 06-02-2024 at</b> Banks web site " <a href="https://bank.sbi">https://bank.sbi</a> -> <i>SBI In the News -&gt; Procurement news</i> "
8	<p><b><u>Technical Bid</u></b> (Envelope-1)</p> <p>Last Date, Time &amp; Address at which the hard copies of Technical bid are to be submitted</p> <p>Opening of Technical Bids</p>	<p><b>06-02-2024 at 3:00 PM</b> at the below address Chief Manager (HR), 1<sup>st</sup> Floor, State Bank of India, Administrative Office, Prakasam Road, Suryaraopet, Vijayawada - 520002.</p> <p>This sealed <b>Envelope-1</b> super scribed on top as '<b>Technical Bid for Supply of Medicines to Dispensary at SBI, A.O. Vijayawada</b>' and be addressed to undersigned. At the bottom left corner of this envelope the bidder must write Name &amp; Address of Bidder and name, email Id &amp; mobile no. of <b>authorised signatory</b> of bidder as mentioned in the tender documents.</p> <p>Technical Bid opening on <b>07-02-2024 at 3.30 PM</b>. However Technical Bids would be opened even in the absence of any or all of the bidders representatives.</p>
9	<p><b><u>Financial Bid</u></b> (Envelope-2)</p> <p>Last Date, Time &amp; Address at which the hard copies of Financial bid are to be submitted</p>	<p><b>06-02-2024 at 3:00 PM</b> at the below address Chief Manager (HR), 1<sup>st</sup> Floor, State Bank of India, Administrative Office, Prakasam Road, Suryaraopet, Vijayawada - 520002.</p> <p>This sealed <b>Envelope-2</b> super scribed on top as '<b>Financial Bid for Supply of Medicines to Dispensary at SBI, A.O. Vijayawada</b>' and be addressed to undersigned. At the bottom left corner of this envelope the bidder must write Name &amp; Address of Bidder and name, email Id &amp; mobile no. of <b>authorised signatory</b> of bidder as mentioned in the tender documents.</p>

10	Address for Communication	Deputy General Manager (B&O), State Bank of India, Administrative Office Prakasam Road Suryaraopet Vijayawada Andhra Pradesh-520 002 <b>Contact person:</b> Chief Manager (HR) Mobile : +91-9849643714 e-mail: cmhr.aovij@sbi.co.in
11	Pre-Bid meeting	24-01-2024 at 03.30 PM at Conference Hall, 1 <sup>st</sup> Floor, SBI, Administrative Office, Prakasam Road, Suryaraopet, Vijayawada - 520 002
12	Tenderer Contact details	Tenderer to provide following information: 1. Name of the Company/Firm/Proprietor 2. Contact Person 3. Mailing address with Pin Code 4. Telephone number and Fax Number 5. Mobile Number and e-Mail address (Mandatory)
13	Date and time of opening of Financial Bid :	On a subsequent date which will be communicated to such bidders who qualify in the Technical Bid. Representative of tenderer may be present during opening of Price Bid. However Bids would be opened even in the absence of any or all of the Tenderer representatives.
14	Validity of the Tender	90 days
15	Technical Evaluation of Bids	By a committee comprising of officers from State Bank of India

The tenderer has to provide their e-mail Id, contact numbers and postal address in the bid documents. Henceforth, all official communications from Bank shall be through e-mail/SMS.

Only authorised person carrying authority letter or power of attorney with him/her along with photo ID and address proof shall be allowed to sign the document/application/attend any meeting / bid opening. The Bank reserves the right to accept or reject or cancel or postpone or modify the tenders at any stage without assigning any reason.

In case, the date of opening tenders is declared as a holiday, the tenders will be opened on next working day at the same time. Corrigendum if any would be posted on the website only. Hence, Tenderer/ applicants are advised to visit website regularly for information.

Chief Manager (Human Resources)  
For and on behalf of State bank of India  
Administrative Office, Vijayawada

**TECHNICAL BID**  
(To be Submitted as Envelope-1)

**1. Eligibility Criteria:**

Tenderers meeting the following criteria are eligible to submit their Bids along with supporting documents. If the Bid is not accompanied by all the required documents supporting eligibility criteria, the same would be rejected:

S.No.	Eligibility Criteria	Documents to be submitted
1	The Tenderer must be a Firm / Proprietary / Company registered under Companies Act, with Valid Drug licenses for various categories of allopathic drugs issued by Drug Control Authority of the State under the provision of Drugs and Cosmetics Act, 1940 as applicable under any other law in force. The tenderer must not have been convicted by the Drug Authorities and no case should be pending under Drugs and Cosmetic Act Rules.	In case of Proprietary firm, registration copy of the firm if any and GST Registration certificate / In case of other firms-copy of the firm registration Certificate / In case of company-copy of certificate of incorporation issued by Registrar of companies and full address of registered office. Copies of Drug licenses Form 20, 21, 20 B, 21B (as applicable)
2	The Tenderers located in Vijayawada City and having Turnover of Rs.1(One) Crore and above, for three consecutive years (as on 31-03-2023). Audited /Certified Balance Sheet (by Chartered Accountant) for the years 2020-21, 2021-22 and provisional /audited Balance sheet for 2022-23, establishing the turnover criteria should be submitted. GST returns for the year 2022-23	Copy of the audited P&L Account and Balance Sheet duly Certified by the Chartered Accountant.  Xerox copies of the GST returns for the year 2022-23 to be attached in the Technical Bid.
3	Tenderer should have Shop / Office / Establishment in <b><u>Vijayawada City only</u></b> are eligible to participate in bidding.	Address Proof of the firm should be submitted.
4	Photo ID proofs & PAN Number of Firm / Proprietor	Self attested Copy of Aadhaar Card/Passport /other acceptable ID proofs of Individuals/ Proprietor/ Partners / Directors of the firm in personal capacity is/are to be attached to the Technical Bid forms. Self attested copy of PAN of the Firm /Proprietor/Firm/HUF/Companies is/are also to be attached in the Technical Bid forms.

## **2. General Terms & Conditions:-**

- a) Supply of medicines on monthly basis, as per the monthly indent given by the Bank Medical Officer (BMO), State Bank of India (SBI) at Administrative Office (AO) Vijayawada. The list of medicines generally required/being used by the Dispensary are appended here with as Annexure-A. The medicines listed in Annexure-A are only indicative. However, if any medicines other than listed in Annexure-A indented by BMO, the successful Tenderer will be bound to supply medicines at the same discounted price quoted in Annexure-F. Indent for one or more types of medicines may vary occasionally and quantity of order may also vary depending on the stock position.
- b) The supplier has to supply the medicines as per the list indented by BMO. No substitution shall be allowed unless such substitute approved by BMO in written confirmation to the supplier.
- c) Orders shall be placed by the Bank's Medical Officer (BMO) to the L1 Tenderer, who quoted highest discounted rate on Maximum Retail Price (MRP) of the medicines. The Discount quoted in Annexure-F shall be valid for the entire contract period.
- d) The Tenderers are expected to examine all instructions, forms, terms and specifications in the tender documents. Failure to furnish all information required as per the Tender Document or submission of bids not substantially responsive to the Tender Documents in every aspect will be at the Tenderer's risk and shall result in rejection of the Tender.
- e) In case the date of submission of tender is declared as a holiday, the respective date will be considered on the next working day at the same time.
- f) The tenderers are required to quote uniform discount for all the medicines in the Tender. Generic Medicines will not be accepted in any case.
- g) The tenderers have to submit declaration form (Annexure-D). Non submission will be treated as 'disqualified' for the tendering process.
- h) Recently manufactured / latest batch of medicines only to be supplied. Medicines wherein expiry date is very near / expired not to be supplied.
- i) In case the medicines supplied by the Tenderer are found to be dubious or spurious, the Tenderer shall indemnify the Bank against all losses/claims that may be caused/lodged against the Bank on account of such defective medicines including the rights / damages available under the various laws of the land. Medicines not in good condition in any lot shall not be accepted by the Bank and are to be replaced.
- j) The contract will be initially valid for a period of 2 (Two) years. In case the services by the contractor are found to be satisfactory, the contract may be extended for 1(One) more year annually at sole discretion of the bank at the same percentage of discount, terms and conditions of the Contract which shall be acceptable to the tenderer.
- k) In case of any dispute the matter will be under the jurisdiction of Vijayawada Courts.

## **3. Disclaimer:**

The information contained in this Tender document or information provided subsequently to Tenderer(s) or applicants whether verbally or in documentary form by or on behalf of State Bank of India (Bank), is provided to the

Tenderer(s) on the terms and conditions set out in this Tender document and all other terms and conditions subject to which such information is provided.

This Tender is neither an agreement nor an offer and is only an invitation by Bank to the interested parties for submission of bids. The purpose of this TENDER is to provide the Tenderer(s) with information to assist the formulation of their proposals. This TENDER does not claim to contain all the information each Tenderer may require. Each Tenderer should conduct its own investigation and analysis and should check the accuracy, reliability and completeness of the information in this TENDER and where necessary obtain independent advice. Bank makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this TENDER. Bank may in its absolute discretion, but without being under any obligation to do so, add all amend or supplement the information in this TENDER. No contractual obligation whatsoever shall arise from the TENDER process until a formal contract is signed and executed by duly authorized officers of the Bank with the selected Tenderer.

The Bank reserves the right to accept or reject any Bid/ offer received in part or in full, and to cancel the bidding process and reject all Bids at any time prior to contract of award, without thereby incurring any liability to the affected Tenderer or Tenderers or any obligation to inform the affected Tenderer or Tenderers of the grounds for the Bank's action. Bank reserves the right to reject any Bid on security and / or other considerations without assigning any reason.

#### **4. Bidding Document:**

Cost of Bidding: The Tenderer shall bear all costs associated with the preparation and submission of its bid. Bank will not responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

#### **5. Content of Bidding Document**

5.1 The bidding document provides overview of the requirements, bidding procedures and contract terms. It includes instructions to Tenderer, Terms & Conditions of Contract, Eligibility Criteria for Technical Bid and Financial Bid.

5.2 The Tenderer is expected to examine all instructions, statements, terms and specifications in the bidding document. Failure to furnish all information required by the bidding documents or submission of bid not responsive to the bidding documents in every respect will be at the Tenderer's risk and may result in rejection of the bid. SBI has made considerable effort to ensure that accurate information is contained in this TENDER and is supplied solely as guidelines for Tenderers. Furthermore, during the TENDER process, SBI is entitled to issue corrigendum to Tender relevant to the Scope of Work. Nothing in this TENDER or any addenda is intended to relieve Tenderers from forming their own opinions and conclusions in respect of the matters addressed in the TENDER or any addenda.

#### **6. Clarifications & Amendments:**

6.1 If deemed necessary the Bank may seek clarifications on any aspect from the Tenderer. However that would not entitle the Tenderer to change or cause any

change in the substances of the bid already submitted or the price quoted. The Tenderer may be asked to give presentation for the purpose of clarification of the bid.

6.2 The Tenderers requiring any clarification on the bidding documents should submit written queries on or before dated **01-02-2024 at 03.30 PM**

6.3 At any time prior to the deadline for submission of bids, SBI may modify or alter the bidding document by issuing an amendment.

6.4 Any clarification issued by SBI will be in the form of an addendum / corrigendum and will be available in SBI's website – "<https://bank.sbi> -> SBI In the News -> Procurement news". The amendment will be binding on all Tenderers. SBI, at its discretion may extend the deadline for submission of bids which shall be informed to all through SBI's website- "<https://bank.sbi> -> SBI In the News -> Procurement news".

## **7. Bidding Process:**

7.1 The tender is Two Bid System, containing Technical Bid and Financial Bid. Technical bid and Financial bid to be submitted in physical form in **separate envelopes** at the address mentioned in the Notice Inviting Tender (NIT).

7.2 All details with the relevant information / documents / acceptance of all terms and conditions strictly as described in this tender document will have to be submitted. In the first stage, only TECHNICAL BID will be opened and evaluated. Only those who qualify in the Technical Bid shall be eligible to be considered for Financial Bid opening. The Financial Bid of those who do not qualify in the Technical Bid will not be opened.

7.3 Tenderer must provide specific and factual replies to specific questions asked in the TENDER.

## **8. Financial Bid Pricing:**

Percentage of discount quoted in the Financial Bid of the tender will be applicable on Maximum Retail Price (MRP) of the Medicines. The bank will not pay any additional costs like wages, transportation, wastages, octroi, overheads, profit, incidental charges and all related expenses to complete the work. The rates and/or prices in any form or for any reasons should not be disclosed in the technical bid or other parts of the technical bid except in the Financial bid and failure to do so would result disqualification and rejection of the bid.

## **9. Pre-Bid Meeting:**

The Bank shall organize a pre-bid meeting on the date as mentioned in the NIT at the office address as mentioned in the NIT. All communications regarding points / queries requiring clarifications shall be given in writing to the address as mentioned in NIT. The clarification on the quires shall be communicated to the Tenderers through the Bank's website "<https://bank.sbi> -> SBI In the News -> Procurement news".

## **10. Validity of Bids**

Bid shall remain valid for 90 days from date of submission mentioned at Bid Details. A bid valid for shorter period is liable to be rejected. The Tenderer may require to give consent for the extension of the period of validity of the bid beyond initial 90 days, if so desired by the Bank in writing or by FAX/email. However any extension of validity of bids will not entitle the Tenderer to revise / modify the bid document

## **11. Bid Integrity:**

Willful misrepresentation of any fact within the Bid will lead to the cancellation of the contract without prejudice to other actions that the Bank may take. All the bids with accompanying documents will become property of SBI.

## **12. Format and Signing of Bid**

**12.1** The Tenderer should prepare submission as per eligibility criteria, Technical Bid, Financial Bid and other requested information.

**12.2.** All pages of the Bid document should be serially numbered and shall be signed by the authorized person(s) only. The person(s) signing the bid shall sign all pages of the bid and rubber stamp should be affixed on each page except for an un-amended printed literature. In case of Company, the Tenderer should submit a copy of board resolution or power of attorney showing that the signatory has been duly authorized to sign the tender document.

**12.3** Any interlineations, erasures or overwriting shall be valid only if the person(s) signing the bid sign(s) them in full.

## **13. Bid Currency:**

Prices shall be expressed in Indian Rupees only.

## **14. Late Submission of bids:**

Any bid submitted after the due date and time will be rejected

## **15. Modification and Withdrawal of Bids:**

Once bid is submitted no modification is permissible. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of period of bid validity.

## **16. Opening and Evaluation of Bids:**

**16.1** Opening of Technical Bid: All the Bids will be opened at the date, time & locations mentioned in the NIT.

**16.2** Opening of Financial Bid: Only those who qualify in the Technical Bid shall be eligible to be considered for Financial Bid opening. The Financial Bid of those who do not qualify in the Technical Bid will not be opened.

**16.3** Evaluation of Bids: By a Committee comprising of Officers from State Bank of India.

**17. Award & Signing of contract:**

SBI will notify successful Tenderer (L1 i.e. who quoted highest discount on MRP) in writing by letter in duplicate or fax that its bid has been accepted. The Selected Tenderers has to return the duplicate copy of the bank within 7 working days duly Accepted, Stamped and Signed by Authorized in token of acceptance.

The successful Tenderer shall be required to enter into a contract with the Bank, within 7 days of the award of the tender or within such extended period as may be decided by the Bank along with the letter of acceptance.

**18. Period of Contract:**

The period of the contract is 2 (Two) years, In case the services by the contractor are found to be satisfactory, the contract may be extended for 1(One) more year annually at sole discretion of the bank at the same percentage of discount, terms and conditions of the Contract which shall be acceptable to the tenderer.

**19. Payment Terms:**

Upon supply of entire medicines by the L1 Tenderer, payment will be released against submission of GST invoice and satisfactory certificate issued by the Bank Medical Officer to this effect, after effecting statutory deductions as applicable.

Payment shall be made by way credit the Account / Electronic Fund Transfer (RTGS/NEFT) mode and L1 Tenderer should furnish details of the Bank A/c No., IFSC code or SBI account on the invoices.

**20. Termination of the Contract**

The Bank reserves the right to terminate the agreement in case of breach of any terms and conditions of this agreement by the successful tenderer with one month notice. The Bank also reserves its right, to claim damages for such breaches and the decision of the bank in this regard shall be final. Bank can terminate the agreement if the services provided by the successful tenderer are found to be unsatisfactory. Delivery of the services and performance of the services shall be made by the successful tenderer in accordance with the time schedule and other terms and conditions as specified in the TENDER.

**21. Force Majeure**

Neither party shall be liable for delay in performing obligations if the delay or failure is due to any of the following force majeure i.e. Act of God or any Government Act, fire, earthquake, explosion, strikes/ Bandh, civil commotion or anything beyond the control of either party. The party shall make all reasonable endeavours to minimize any such delay.

**22. Governing Language**

The contract and all correspondence / communications and other documents pertaining to the Contract, shall be written in English.

**23. Eligible Taxes:**

- a) Income Tax if applicable will be deducted at source as per Govt. guidelines.

- b) GST component will be paid only on submission of proper GST invoice as per applicable GST provisions. The successful tenderer should comply with the following:
- i) Successful tenderer should have GST Registration Number
  - ii) Successful tenderer should timely file GST returns in accordance with GST provisions to enable the bank to claim the input credit of GST paid to the supplier. Our Bank GST Number No.**37AAACS8577K1ZO**.

**24. Place of Delivery:**

Dispensary at Administrative Office Compound, State Bank of India, Administrative Office, Prakasam Road, Suryaraopet, Vijayawada-520 002.

**25. Indemnity:**

The tenderer shall indemnify and hold the Bank, its officers, officials and employees harmless against any and all action, suits, claims damages, or demands brought or made against the Bank arising out of or in connection with the performance of the agreement or in respect of anything done or committed to be done by the tenderer in execution of or in connection with the supply of medicines/drugs/consumables & against any loss or damage to the Bank in consequence to any action or suit being brought against the tenderer for anything done or committed to be done in the execution of this contract

**26. Settlement of Dispute and Arbitration:**

All questions relating to the performance of the obligations under this Contract/Agreement and to the quality and genuineness of the drugs and consumables supplied/used in respect of the services and all the disputes and differences which shall arise either during or after the agreement period or other matters arising out of or relating to this agreement or payment to be made in pursuance thereof shall be referred to The Deputy General Manager (B&O), State Bank of India, Administrative Office, Prakasam Road, Suryaraopet, Vijayawada – 520 002, whose decision shall be final, conclusive and binding on the contractor.

**27. Submission of Tender Envelopes:**

The tender shall be submitted in two bid system.

**Envelope-1** shall contain the **Technical Bid and indicated as such on the cover.**

**Envelope-2** shall contain the **Financial Bid indicated as such on the cover.**

Letter inviting tender, Instructions for tendering, Tender conditions, Appendix, Annexure-A to Annexure-E. Each page of tender shall be signed by an authorized person of the firm and duly stamped.

Price in which Percentage of discount is to be quoted as per **Annexure-F**, for supply of the Medicines should be duly signed & stamped by an authorized person of the firm.

**Technical bid cover (Envelope-1)** shall be super scribed with the name of work as :

**Technical Bid**

**Tender for Supply of Medicines to dispensary under administrative control of  
State Bank of India, A.O. Vijayawada**

**Financial Bid (Envelope-2)** shall be super scribed with the name of work as :

**Financial Bid**

**Tender for Supply of Medicines to dispensaries under administrative control of  
State Bank of India, A.O. Vijayawada**

Both envelopes (Technical Bid (envelope-1) and Financial Bid (envelope-2)) to be put in a single cover and shall be dropped in the tender box kept at the Reception Counter, State Bank of India, Administrative Office, Prakasam Road, Suryaraopet, Vijayawada-520 002 on or before 06-02-2024 at 03:00 PM.

Technical Bid (Envelope-1) shall be opened as per tender norms. The Financial Bid (Envelope-2) will be opened only of those tenders whose Technical bid is complete in all respects and fulfils the terms & conditions.

**Indicative List of Generally Required Medicines at  
State Bank of India Dispensary, Administrative Office, Vijayawada**

<b>SI No</b>	<b>Stocking Pattern</b>	<b>Types of Medicine</b>
1	<b>Alimentary System</b>	
	a Hyperacidity	5
	b Spasmolytics	2
	c Laxatives	2
	d Antidiarrhoeals	8
	e Enzymes	1
	f Prokinetics	1
2	<b>Cardiovascular System</b>	
	a Antihypertensives	15
	b Coronary Vasodilators	4
	c Peripheral Vasodilators	2
	d Haemostatics	2
	e Diuretics	3
	f Lipid Lowering Agents	4
3	<b>Central Nervous System</b>	
	a Anxiolytics	2
	b Antiemetics	1
	c Anticonvulsants	2
4	<b>Pain, Fever</b>	
	a Antipyretics	2
5	<b>Musculoskeletal system</b>	
	a Analgesics	8
	b Pain killing ointments	4
6	<b>Endocrine Disorders</b>	
	a Steroids	1
	b Thyroid hormones	1
7	<b>Diabetes</b>	
	a Insuline	4
	b Oral Hypoglycaemic agents	10
8	<b>Genito Urinary System</b>	
	a Urinary Antiseptics & Alkalisers	4
	b Anti BPH	2
9	<b>Infections and Infestations</b>	
	a Antibacterials	12
	b Antifungals	3
	c Antiamoebic	4
	d Anthelmintics	1
	e Antimalarials	2
	f Vaccines Inj Tetanus Toxoid	1

10	<b>Respiratory System</b>		
	a	Antiasthmatics	6
	b	Antitussives, Expectorants	4
11	<b>Nutrition and Metabolism</b>		
	a	Vitamins	6
	b	Iron	1
	c	Calcium	4
	d	Electrolytes	1
	e	Glucose Powder	1
12	<b>Ear, Nose and Oropharynx (ENT)</b>		
	a	Topical applications	4
	b	Nasal drops	1
13	<b>Eye</b>		
	a	Topical applications / drops	4
	b	Glaucoma	1
14	<b>Skin</b>		
	a	Skin applications	10
15	a	Dressing material	As per need
	b	Emergency medicin	As per need

**FORM OF TENDER**

**(Note: The Annexure forms part of the tender)**

To  
The Chief Manager (HR),  
State Bank of India,  
Administrative Office,  
Vijayawada

Sir,

**Supply of Medicines at Dispensary of State Bank of India (SBI) Administrative Office, Prakasam Road, Suryaraopet, Vijayawada-520 002**

1. Having visited the site and examined the conditions of contract, we offer our bid to carry out the said work in conformity with the said conditions of the contract, specifications and scope of works for the sum quoted of this tender document or such other sum may be ascertained in accordance with the said conditions of contract.
2. I/We undertake to carry out and deliver the goods or performance comprised in the contract as stated.
3. I/We agree to abide by the tender conditions for a period of 90 days from the date fixed for receiving the same and for the agreed extended period. It shall remain binding upon us and may be accepted at any time before the expiry of the period.
4. Unless and until a formal agreement is prepared and executed, this tender together with your written acceptance thereof shall constitute a binding contract between us.
5. I/We understand that if our tender is accepted, I/We have to be jointly and severally responsible for the due performance of the contract.

Dated .....(Day) of the .....(month) 2024

Signature in the capacity of  
Duly authorized to sign tenders for & on behalf of  
Name & address of the tenderer (in Block letters)  
(with Seal of the Tenderer) with a copy of Power of Attorney or Letter of Authority

Witness:  
Signature  
Name & Address:  
Occupation:

**Annexure – C**

**DETAILS OF THE TENDERER**

Sr. No.	Details	To be furnished by the Tenderer
1	Name & Address of the firm / Company/ Proprietorship	
2	<u>PAN No.</u> <u>GST No.</u> Drug License No. and Issue date & valid upto (license expiry date to be mentioned)	  
3	Type of Organization (Company/Partnership/Proprietorship)	
3A	Whether Manufacturer/Authorised Distributor/ Dealer/Agency Holder	
4	Correspondence Address at Vijayawada with Contact person Name, Telephone Number, Mobile No., Email Id, etc. (The firm/company/entity should have office and service facilities at Vijayawada)	
5	Turnover of the entity Please provide the details for the last 3 (three) years. (Audited Balance Sheet & GST returns to be enclosed)	2020-2021 - 2021-2022 - 2022-2023 -
6	Other information applicant may like to give in support of the application	
7	Details of works executed / executing if any to Govt/ PSUs etc.	Last 3 (three) work orders details may be enclosed
8	Declaration (Annexure –D) is to be attached	Yes / No

**DECLARATION**

From

M/s .....

.....

.....

To

The Chief Manager (HR)

HR Section

State Bank of India

Administrative Office

Vijayawada

I/We have read and understood the Tender notice issued by State Bank of India, containing the eligibility criteria and the terms and conditions (all parts of the tender document) for the supply of medicines. I/We accept all the terms and conditions of tender documents.

2. I/We also confirm that in the event of my/our tender being accepted, I/We hereby declare that, in particular during execution of Supply of medicines, it will be my/our sole responsibility to strictly adhere to/meticulously follow the General Specifications, approved manufacturers / brand of medicines. I/We also hereby declare that I/We shall supply medicines in time and also shall uniformly maintain such progress to ensure completion of supply within the stipulated time as mentioned in the document.

3. I/ We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned /suspended business dealings. I/We further undertake to report to the Chief Manager (HR), HR Section, Administrative Office, Vijayawada immediately after we are informed but in any case not later 3 working days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/ suspended in future during the currency of the Contract with you.

4. I/ we certify that the information given is true to the best of my/ our knowledge. I/ we also understand that if any of the information is found wrong/ false at any stage. I/ we are liable to be deregistered from panel of approved contractors/ banned for doing any business dealings with you or be blacklisted or subject to any monetary penalties that be deemed fit and appropriate by State Bank of India.

5. I/ we shall keep the State Bank of India informed about the changes in any of the particulars furnished by us in our application or in the product specification or discontinuation of supply/production of any item for which we stand successful. This

intimation is to be given within a period of 30 days from the date of such change or discontinuation.

6. In case of any change in the name/ constitution of our firm and/or the office address, I/We undertake to immediately inform the same to you duly supported by documentary evidence. I/ we will maintain absolute integrity, follow a decent standard of business ethics and do nothing which shall be unbecoming of a supplier.

7. I/We also understand that the Bank reserves the right to accept any or reject any or all the applications, without assigning reasons. I/We also understand that the bank reserves the right to cancel the tendering process at any time without assigning any reasons.

**Date:**

**Signature with seal of the Tenderer**

Witnesses:

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

Name & Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Occupation \_\_\_\_\_

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

Name & Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Occupation \_\_\_\_\_

**DETAILS OF LITIGATION / ARBITRATION CASES RESULTING FROM  
THE CONTRACTS EXECUTED IN THE LAST SEVEN YEARS OR  
CURRENTLY UNDER EXECUTION**

Year	Award for or against applicant	Name of client	Cause of litigation and matter of dispute	Disputed Amount	Actual Awarded Amount

Note:

1. Information has to filled up specifically in this format
2. Indicate other points, if any, to show your technical competence to indicate any important in your favour.

**Signature with seal of the Tenderer**