



UNIVERSITY OF HYDERABAD

(A Central University established by an Act of Parliament, 1974)
Prof. C. R. Rao Road, Gachibowli, Hyderabad – 500 046, Telangana, INDIA.

Tender No: UH/CPU/2026/Pharmacy-II/1877

Date:05.10.2026

Notice Inviting Tender (NIT)

University of Hyderabad (herein after referred to as UoH) invites sealed tenders under Two Bid System (Technical bid and Price bid) from reputed, authorized distributors / wholesale & retail local chemists to enter into Rate Contract **for supply of branded Allopathic Medicines** which are used in the treatment of chronic ailments / diseases for Health Centre, University of Hyderabad.

The Tender Document can be downloaded free of cost from the University website (www.uohyd.ac.in/tenders) and the Central Public Procurement (CPP) Portal (<https://eprocure.gov.in>).

The Tenderer shall submit the **Technical Bid and Price Bid separately** in sealed envelopes, clearly superscribed as:

- **"TECHNICAL BID FOR SUPPLY OF ALLOPATHIC MEDICINES TO UoH"**
- **"PRICE BID FOR SUPPLY OF ALLOPATHIC MEDICINES TO UoH"**

Both envelopes shall be placed in one sealed outer envelope superscribed as:

"TENDER FOR SUPPLY OF ALLOPATHIC MEDICINES TO UoH"

The tender shall be addressed to:

The Assistant Registrar
Central Procurement Unit,
Room No. 122, Ground Floor
Administrative Building
University of Hyderabad
Hyderabad – 500046, Telangana.

The completed Tender Documents shall be submitted **on or before 30.10.2026 up to 3:00 P.M.** The sealed tenders shall be deposited in the Tender Box kept for the purpose at Room No. 122, Central Procurement Unit, Administrative Building, University of Hyderabad, Hyderabad – 500046.

No bid shall be accepted after the stipulated date and time. The University shall not be responsible for any delay in delivery of the tender documents due to postal, courier or any other reasons.

The Price Bids of only those bidders who are found technically qualified upon scrutiny of the Technical Bids shall be opened subsequently. The date, time and venue for opening of the Price Bids shall be intimated separately to the technically qualified bidders if required.

The University of Hyderabad reserves the right to accept or reject any or all bids, in whole or in part, without assigning any reason thereof. The University also reserves the right to cancel, withdraw, modify or terminate the tender process at any stage without assigning any reason.

In the event of cancellation of the tender process, the EMD, wherever applicable, shall be returned to the respective bidders without any interest, in accordance with the applicable rules and terms and conditions of the Tender Document.

REGISTRAR
UNIVERSITY OF HYDERABAD



UNIVERSITY OF HYDERABAD

(A Central University established by an Act of Parliament, 1974)
Prof. C. R. Rao Road, Gachibowli, Hyderabad – 500 046, Telangana, INDIA.

Tender No: UH/CPU/2026/Pharmacy-II/1877

Date:05.10.2026

Sub : Rate Contract for Supply of Branded Allopathic Medicines, preferably Equivalent Generic Drugs/Medicines, for use at the Health Centre, UoH – Reg.

The University of Hyderabad (UoH) proposes to enter into a Rate Contract with reputed and eligible authorized distributors / wholesale and retail local chemists, fulfilling the prescribed eligibility criteria, for the supply of branded Allopathic Medicines, preferably Equivalent Generic Drugs/Medicines, required for use in the Health Centre, University of Hyderabad.

The tenure of the Rate Contract shall be for a period of Two (02) years, subject to satisfactory performance, which shall be reviewed on a quarterly basis.

Authorized distributors and wholesale/retail local chemists having a minimum annual turnover of ₹2.50 Crores in the supply of Allopathic Medicines/Generic Drugs during the last four financial years ending 31st March 2026 shall be eligible to participate in the Tender. The other eligibility criteria and requirements are specified in the Terms and Conditions of the Tender (Annexure-I).

Agencies intending to participate in the Rate Contract shall carefully examine the Tender Document and ensure that they fulfil all the eligibility criteria and requirements prescribed by the University. Bids submitted by agencies not fulfilling the prescribed eligibility criteria are liable to be rejected.

The Rate Contract shall be governed by the Terms and Conditions enclosed with this Tender Enquiry as Annexure-I. The bidders shall carefully examine all the terms and conditions before submitting their bids. No modification, alteration or conditional acceptance of the prescribed terms and conditions shall be entertained. Accordingly, bidders are advised to submit their bids only if they accept the terms and conditions of the Tender Document in their entirety and fulfil all the prescribed eligibility criteria.

The bidders shall furnish Bid Security of ₹7,50,000/- (Rupees Seven Lakhs Fifty Thousand only) along with their Technical Bid in the form of an Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee drawn on any Commercial Bank, in favour of "Finance Officer, University of Hyderabad" Payable at Hyderabad. Where the Bid Security is furnished in the form of a Fixed Deposit Receipt (FDR) / Bank Guarantee (BG) and shall remain valid for a period of 165 days from the date of opening of the Technical Bids.

The Bid Security shall be liable for forfeiture in accordance with the applicable rules and the terms and conditions of the Tender Document, including in the event of withdrawal of the bid by the bidder before expiry of the prescribed bid validity period of 120 days.

Micro and Small Enterprises (MSEs) registered under the applicable MSME provisions and holding a valid NSIC Certificate under the Single Point Registration Scheme (SPRS) shall be exempted from payment of EMD/Bid Security, subject to submission of valid documentary proof/certificate establishing their eligibility for such exemption.

The estimated value of medicines proposed to be procured/supplied under the Rate Contract is approximately in the range of ₹9.50 lakh to ₹10.00 lakh per month.

1) TECHNICAL BID (Refer Annexures I,II & III)

The Tenderer shall submit the following documents/certificates along with the Technical Bid. The bid shall be liable for rejection if the required documents are not submitted as specified in the Tender Document.

a) Bid Security / Earnest Money Deposit

The bidder shall furnish Bid Security/EMD of ₹7,50,000/- (Rupees Seven Lakhs Fifty Thousand only) along with the Technical Bid in the form of an Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee drawn on any Commercial Bank, in favour of "Finance Officer, University of Hyderabad", payable at Hyderabad.

If the bidder furnishes the Bid Security in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee, the instrument shall be in favour of "Finance Officer, University of Hyderabad", payable at Hyderabad, and shall remain valid for a period of 165 days from the date of opening of the Technical Bid.

Micro and Small Enterprises (MSEs) registered under MSME and possessing a valid NSIC Certificate under the Single Point Registration Scheme (SPRS) shall be exempted from payment of EMD, subject to submission of the requisite valid documentary proof/certificate establishing eligibility for such exemption.

b) Bid Security / EMD – Interest and Refund

The EMD/Bid Security shall not carry any interest. The EMD of unsuccessful bidders shall be returned at the earliest after expiry of the final bid validity period and, in any case, not later than 30 days after award of the contract, subject to applicable rules and conditions of the Tender Document.

The EMD shall be liable for forfeiture in accordance with the applicable rules and terms and conditions of the Tender Document, including in the event of premature withdrawal of the bid before expiry of the prescribed bid validity period of 120 days.

c) Chartered Accountant's Turnover Certificate

The bidder shall submit a certificate issued by a Chartered Accountant indicating the annual sales turnover specifically relating to the supply/sale of Allopathic Medicines/Generic Drugs for the last four financial years ending 31st March 2026, in the format prescribed at Annexure-IV.

d) Drug Licence

The bidder shall submit a valid licence issued by the State Drugs Control Administration / competent Drug Control Authority for running a wholesale/retail medical establishment and for selling, stocking or exhibiting for sale or distributing drugs, as applicable. The bidder must possess a valid licence continuously for a minimum period of three (03) years as on the date of submission of the bid.

e) Proof of Experience

The bidder shall submit acceptable documentary evidence in support of the experience claimed.

The following documents shall be accepted as proof of experience:

Completion Certificate issued by the client; **or**

Purchase Order accompanied by a copy of the corresponding Invoice and proof of receipt of payment.

f) Affidavit for non-blacklisting

The bidder shall submit a duly executed Affidavit/Declaration confirming that the firm/agency has not been blacklisted, debarred or otherwise prohibited from participating in Government/PSU/Autonomous Body/University procurement, as prescribed in the Tender Document.

g) GST and PAN

The bidder shall submit valid copies of GST Registration Certificate/GSTIN and PAN Card/PAN details. The bidder shall comply with all applicable statutory requirements relating to payment of taxes, duties, levies and other statutory obligations.

h) Technical Bid Forms and Annexures

The bidder shall duly fill, sign and submit all applicable Technical Bid Forms, declarations, undertakings and Annexures-II,III and IV along with the Technical Bid.

Failure to submit any mandatory document/certificate required under the Tender Document may render the bid liable for rejection.

2) PRICE BID (Refer Annexure - V)

- a) The Price Bid shall be submitted in a separate sealed cover and shall be duly filled in the prescribed format at Annexure-V.
- b) The bidder shall quote the percentage of discount on the Maximum Retail Price (MRP) that the firm is willing to offer to the University for the supply of medicines.
- c) The Price Bid shall be applicable only for the supply and distribution of branded Allopathic Medicines / Generic Medicines / Drugs used for the treatment and management of chronic ailments/diseases covered under this Tender.
- d) The percentage of discount offered shall be calculated on the MRP printed on the respective branded Allopathic Medicine / Generic Medicine / Drug and shall be inclusive of all applicable taxes and duties.
- e) The bidder shall offer a uniform percentage of discount on all branded Allopathic Medicines / Generic Drugs covered under the Rate Contract, irrespective of the pharmaceutical company/manufacturer.
- f) The percentage of discount quoted by the successful bidder shall remain firm and constant throughout the entire contract period and shall not be revised during the validity of the Rate Contract.
- g) The bidder shall quote the discount percentage strictly in the format prescribed at Annexure-V. Conditional offers or deviations from the prescribed Price Bid format shall not be accepted.
- h) The Price Bid shall be considered only in respect of bidders who are found technically qualified/responsive in accordance with the Technical Bid evaluation criteria prescribed in the Tender Document.

Contd.,

**TERMS AND CONDITIONS FOR RATE CONTRACT
FOR SUPPLY OF ALLOPATHIC MEDICINES**

- 1) This tender enquiry is for the purpose of executing Rate contract for supply of allopathic lifesaving medicines for the treatment of hypertension, coronary artery disease, diabetes, Asthma, cerebrovascular accident, epilepsy, psychosis, schizophrenia, bipolar disorder & depression which are used in Health Centre, University of Hyderabad, Hyderabad.
- 2) The vendor must have access to ensure proper storage and to maintain require temperature during transport of medicines until it reaches to Health Centre of University of Hyderabad
- 3) The successful bidder shall supply and distribute the Branded Medicines, on daily basis to the beneficiaries listed in the Health Card issued by the University of Hyderabad as per the indents issued by the Doctors of the Health Centre of University of Hyderabad once in a month only to the eligible employees and dependents. The average number of prescriptions per day may range between 30 and 40 and types of medicines to be delivered per day would be in range of 350-400. Indents are based on prescriptions from Health Centre Doctors / Doctors from University recognized hospitals.
- 4) The value of medicines to be supplied would approximately be in the range of Rs.9.5 Lakh to Rs.10 Lakh per month.
- 5) The vendor shall commence supply and distribution of the branded "admissible lifesaving medicines" which are generally prescribed for chronic ailments from the day awarding the contract and the vendor should ensure that sufficient stock of such medicines is kept in the Pharmacy.
- 6) The vendor should complete the supply and delivery of medicines on the next working day (within 20 hours i.e. collection of prescription by 4.00 PM, supply of medicines next morning (next working day) latest by 12.00 Noon) of issue of prescriptions and at one go only (not in piece meal). Failure to deliver the medicines within the stipulated time would entail levy of penalty. Substitute medicines should not be supplied without the written approval of Chief Medical Officer (CMO)/Medical Officer (MO).
- 7) The vendor shall arrange the following man-power for collection of prescription from Health Centre and supply of medicines to the patients / attendants of the patient:
 - a) 1 (one) qualified Pharmacist having thorough knowledge of medicines
 - b) 2 (two) helpers/Attendants for supply and distribution of medicines.

The pharmacist and supporting staff of vendor should be present from 10.00 a.m to 04.00 p.m at University Health Centre on all working days.

The location of Pharmacy is at University of Hyderabad Health Centre. The vendor will be provided adequate space free of charge within the premises of Health Centre with lock and key facility to store the medicines. The vendor should have his own Refrigerator at Pharmacy. The Vendor should arrange Personal Computer with printer and appropriate software so that the data, such as patient ID, patient name and medicines supplied can be entered into and accessed whenever required. The data should be shared online with the office of CMO and office of Finance officer. The University will provide necessary logistics support in installing this facility and will also provide LAN internet facility. The cost of establishment including salaries for this purpose shall be borne by the Vendor.

- 8) At the time of delivery of medicines, the vendor should generate invoice (in triplicate) against each indent. The vendor shall obtain acknowledgement of the patient / attendant on the reverse side of the invoice and the indent.

The vendor should submit the invoices along with a computer-generated consolidated statement (in triplicate) to the Chief Medical Officer & in-charge Health Centre once in every 15 days for processing of payment. The bill so submitted will be settled within one month in consultation with finance thereafter. The fortnightly bill should contain the full details with regard to the date, ID No. and name of the employee, name of medicines, description and quantity of medicines supplied, Manufacturing Date, Batch No and Expiry date, MRP, discount and net price of each of the medicine and the total

amount to be paid by University of Hyderabad. The data of invoices & consolidated statement should be shared with and be accessible to the office of the CMO & FO.

- 9) The Vendor should have a valid drug license and the drugs supplied should conform to the standards/quality as per original manufacturers' specifications. All statutory requirements of Drug Control Administration should be complied with. Supply of sub-standard drugs/spurious drugs and expired drugs and short shelf-life drugs entails cancellation of Agreement besides resultant legal implications.
- 10) The successful bidder shall enter into a Contract / Agreement on non-Judicial Stamp Paper worth of Rs.100/- with the University of Hyderabad. The Rate Contract shall remain valid for a period of two (02) years from the date of commencement of the contract. Any extension, if considered necessary, shall be subject to satisfactory performance, requirement of the University, approval of the Competent Authority and applicable rules/instructions.
- 11) The quotation remains open for acceptance for 120 days from the date of opening of technical bid.

12) **Eligibility Criteria:**

Agencies which fulfil the following conditions shall be eligible:

- a) The medicines are to be supplied F.O.R. destination basis.
 - b) The financial bid will be in the form of 'percentage of discount offered on maximum retail price'. No additional charges, whatsoever, will be payable to the firm.
 - c) Agency should be the authorized distributors or whole sale and retail local chemist for the medicines for which quotes have been submitted. A letter to this effect from the pharma company has to be attached in case of authorized dealer or distributor.
 - d) Only authorized distributors and whole sale and retail local chemist, having a minimum annual turnover of **Rs.2.5 crores** (Rupees two crores fifty lakhs only) on sale of allopathic medicines during the last four financing years ending 31st March 2026 will be eligible for participation in the Rate contract. Agencies will have to submit audited financial statements for the four years in support of annual turnover. A certificate by Chartered Accountant indicating sales turnover of allopathic medicines/generic medicines/drugs only for the period ending 31st March 2026 should be submitted along with certified copies of profit and loss statements and Balance sheet.
 - e) Agency should submit a non-conviction certificate issued by the State Drug Controller to the effect that the Agency has not been convicted under Medicines and Cosmetics Act, 1940 and the rules made there under, during the preceding four years for any of the medicines for which the Agency has quoted price and that no case is pending against it in any Court of Law in India under the Act.
 - f) Agency shall have a minimum of 2 (two) years of experience in supplying Allopathic Life Savings Medicines for chronic ailment diseases (related to the items quoted in the tender) supply to the Government / Corporate / PSU Hospitals in India as a whole sale and retail local chemist or sole marketer or authorized distributor or authorized dealer.
 - g) The vendor must have access to ensure proper storage and to maintain required temperature during transport of medicines until it reaches University of Hyderabad Health Centre.
- 13) The manufacturing Date, Expiry Date, Batch No., MRP and Main Composition must be written clearly on each Bottle, Packets and Tins etc. in respect of each lot offered by the Agency against the contract.
- a) Supplied Medicines should be of latest batch and expiry date should be at least 12/18 months after the date of supply.
 - b) If any medicine supplied against the Rate contract is found to be not of standard quality on inspection by competent authority, the Agency shall be liable to replace the entire quantity or make full payment of entire consignment against the particular invoice irrespective of the fact that part or whole of the medicines may have been consumed.
 - c) If any medicine is found to be 'not of standard quality', the cost of testing will be recovered from the supplier.

d) Any action for debarment of the bidder/firm, wherever warranted, shall be undertaken in accordance with Rule 151 of GFR 2017, as amended from time to time, and the applicable Department of Expenditure Guidelines on Debarment of Firms.

e) The Agency shall arrange to effect free replacement of any quantity which may deteriorate in potency, strength etc., before the date of expiry marked on labels.

14) The price charged for the medicines supplied under the contract shall in no case exceed the lowest price at which the agency sells the medicines of identical description to any other Agency during the period of agreement. If at any time during the agreement period, the agency reduces the sales price of such medicines or sells such medicines to any other person at a lower rate, the Agencies shall forthwith notify such reduction in price to the Registrar, UoH and the price payable under the contract for those medicines supplied after that date will be at the reduced price.

15) **Evaluation criteria:** The selection criteria shall be with reference to the maximum discount offered by the technically qualified bidders subject to fulfilment of other qualifications prescribed in the Technical Bid. The tender evaluation committee may visit the premises of the bidders as part of a technical evaluation process to assess their capabilities. The financial bids of only such bidders who are found to be technically qualified will be opened.

16) **Performance Security:**

a) Within 7 days of award of contract, the successful bidder is required to furnish a performance security for an amount of Rs. 18,00,000/- (Rupees eighteen Lakhs Only) in the form of Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee covering the period of contract plus two-month grace period issued in favour of 'Finance Officer, University of Hyderabad'.

b) The Security Deposit shall be refunded to the contractor without any interest after 60 (sixty) days of the completion of the contract, subject to the fulfillment of all contractual obligations by the contractor.

c) Performance security will be forfeited if the contractor fails to deliver/ abide by any of the terms and conditions of the contract.

d) The University reserves the right to adjust the whole or part of this money to recover the penalty indicated in this tender document, or any other dues to the University.

17) **Packing:**

The supplier shall provide such packaging of the goods as is required to prevent their damage or deterioration during transit to their final destination. The packaging shall be sufficient to withstand without limitation rough handling during transit and exposure to extreme temperature, salt and precipitation during transit and upon storage. All primary packing containers, which come in contact with the drug content, should strictly protect the quality & integrity of the drug and medical consumables.

a) Loose supplies / damaged packing / tampered or damaged labeled supplies shall not be accepted under any circumstances.

b) All primary packing containers should strictly conform to the specification included in the relevant pharmacopoeia.

c) Should be clearly stamped- "Health Center, University of Hyderabad".

18) TDS, on IT and GST shall be deducted from all payments made to the contractor as per rules and regulations in force and in accordance with the provisions of the Income Tax Act and GST Act prevailing from time to time.

19) **General Instructions:**

a) The University reserves the right to reject any or all offers without assigning any reasons whatsoever.

- b) The University reserves the right to invite separate quotations to effect purchases outside this contract in the event of any urgent demand arising where no stocks are held or otherwise.
- c) Each and every page of the tender and Annexure should be signed by the authorized signatory of the Agency with seal.
- d) Furnishing wrong information and false documents will make the tenderer ineligible and liable to be debarred / blacklisted from participation in rate contracts.
- e) Bidders will have to furnish documents in support of the information given in the tender. Original documents shall be submitted for verification as and when required.

20) **General Terms and Conditions:**

- a) Conditional Tenders such as "SUBJECT TO AVAILABILITY, SUPPLY WILL BE MADE AS AND WHEN SUPPLIES ARE RECEIVED" etc. will not be considered under any circumstances and the tenders of those who have given such conditions shall be treated as incomplete and for that reason, shall be summarily rejected.
- b) Bidder shall not be Employee / Student / Consultant / Retired Employee / Outsourcing staff / Project Staff of the University or relative as defined by the Government of India.
- c) Bidders should not have any legal case on him or should not have been involved in any litigation / enquiry for similar work under Government of India / State or any Govt. organization. And should not be blacklisted from any state / Central Government Organization / PSUs.
- d) Amendment to the Tender Document: At any time prior to the last date of receipt of bids, University may for any reason, modify a condition or conditions included in the Tender Document. In such cases the University extends the last date for the receipt of bids. All Corrigenda will only be notified in University website and e-portal.
- e) Issuance of quotations should not automatically be construed that the bidder is considered as qualified. The University has the right to reject any bids on technical grounds.
- f) Prior to award of the Contract, UoH officials may inspect office / premises of the bidders.
- g) If the Supplier fails to deliver the Medicines within the stipulated delivery period, the University may resort to procure such items and in such a manner as deemed appropriate, similar to those undelivered, and the Supplier will be liable to reimburse the University for any Excess Costs for such similar goods.
- h) **Arbitration:**
In the event of any dispute arising out of this contract shall be referred to the University, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, to be appointed by the Vice-chancellor of the University. The decision of such Arbitrator shall be final and binding on both the parties.
All disputes are to be settled within the jurisdiction of Hyderabad & R.R. District Courts.
- i) In case of clarifications regarding the terms & conditions of Tender Document bidders may contact Assistant Registrar (Central Procurement Unit) over phone number: 040 – 2313 2237 or on any working day (Monday to Friday) between 09.00 AM and 5.00 PM. For any technical clarification may contact Health Centre i/c on phone: 040-2313 2400.
- j) The decision of University regarding partially omitted, typographical, or clerical errors shall be final and binding on the contractor.
- k) **SOFTWARE AND AUTOMATION:** The successful bidder/Agency shall cooperate with the University in the process of automation of indenting, dispensing and billing of the chronic medicines supplied

under the Rate Contract and shall extend necessary cooperation and support for implementation and operation of the software/system prescribed by the University for the same.

21) **Termination & Penalty:**

- a) University shall at any time be entitled to determine and terminate the order / contract for any reason including unsatisfactory performance or violation of the terms and conditions of the contractor whatsoever. A notice in writing from the University to Supplier / Contractor shall be issued giving 30 (thirty) days' time for such termination, without assigning any reasons thereof. If the Supplier / Contractor wants to terminate the contract, he should give 90 (ninety) days' notice in advance to the University.
- b) If all or part of the contract is terminated in accordance with the provisions contained above, the University shall pay charges up to the effective date of termination. However, the termination of the contract shall not relieve the Contractor of any of his obligations imposed under the contract with respect to the work performed by them prior to such termination.
- c) If the Contractor fails to complete the work or any portion thereof as agreed upon or neglects to comply with any directions given to him, the University shall terminate the contract without any notice and the Contractor shall also be liable to pay for any expenses, loss or damage which the University may incur or sustain by reasons, due to Contractor's default, if it exceeds the amount of Security Deposit.
- d) The successful bidder shall be bound to supply the medicines at the percentage of discount quoted in the Financial Bid throughout the contract period. In the event the bidder withdraws, reduces, modifies, or otherwise refuses to honour the quoted discount after award of the contract, the University reserves the right to cancel the Work Order/Contract at any stage, without any further notice. The decision of the University in this regard shall be final and binding on the supplier.

22) **Bid Submission :**

Bidders are required to quote the percentage of discount offered on the Maximum Retail Price (MRP), inclusive of all applicable taxes and duties. The percentage of discount shall be clearly indicated in the Financial Bid in the prescribed format at Annexure-V.

The bids shall be submitted under a Two-Bid System, consisting of Technical Bid and Financial Bid, in separate sealed covers as detailed below:

a) ENVELOPE-I: Documents to be submitted in Technical Bid

- 1) **Bid Application Form** – Annexure-III.
- 2) **Certificate of Turnover** – Annexure-IV, duly certified by a Chartered Accountant.
- 3) **Valid Licences and Registrations**, including licence(s) issued under the applicable Drugs and Cosmetics laws, GST Registration Certificate, PAN, TAN and other statutory licences/documents applicable to the tender.
- 4) **Earnest Money Deposit (EMD)/Bid Security** of ₹7,50,000/- (Rupees Seven Lakhs Fifty Thousand only) in the prescribed form (Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee). Bidders claiming exemption from submission of EMD shall furnish a valid and relevant MSME certificate in accordance with the applicable Government of India provisions and the conditions specified under Technical Bid Condition 1(a).
- 5) **Affidavit/Declaration for Non-Blacklisting**, duly executed as prescribed in the Tender Document.
- 6) **Proof of Experience** as specified in the Tender Document.
- 7) **All other relevant supporting documents, declarations, undertakings and annexures** required under the Tender Document.

This cover shall contain all the above-mentioned documents duly signed and complete in all respects.

The envelope shall be clearly superscribed as:

"TECHNICAL BID FOR SUPPLY OF ALLOPATHIC MEDICINES TO UoH – Tender No. UH/CPU/2026/Pharmacy-II/1877 dated 05.10.2026"

b) Cover-II: Documents to be submitted in Financial Bid

1. Financial Bid (Annexure-V)

The Financial Bid shall contain only the duly filled-in Financial Bid in the prescribed format at Annexure-V, clearly indicating the percentage of discount offered on the Maximum Retail Price (MRP), inclusive of all applicable taxes and duties.

The envelope shall be clearly superscribed as:

"PRICE BID FOR SUPPLY OF ALLOPATHIC MEDICINES TO UoH – Tender No. UH/CPU/2026/Pharmacy-II/1877 dated 05.10.2026."

c) Both the above sealed covers shall be placed in a third outer envelope, duly sealed and superscribed as:

Both the above sealed covers (Technical Bid and Financial Bid) shall be placed in a third outer envelope, duly sealed and superscribed as:

"TENDER FOR SUPPLY OF ALLOPATHIC MEDICINES TO UoH"– Tender No. UH/CPU/2026/Pharmacy-II/1877 dated 05.10.2026". The outer envelope shall also clearly indicate the name and address of the bidder.

The outer envelope shall also clearly indicate the name and complete address of the bidder and shall be addressed to:

The Assistant Registrar
Central Procurement Unit
Room No. 122, Admin. Building,
University of Hyderabad
Prof. C.R. Road, Gachibowli
Hyderabad – 500046

The sealed envelope shall be superscribed as mentioned above and must reach the above address on or before 30.10.2026 by 3:00 PM.

23) Bid Evaluation

9.1 Technical Evaluation: Only those bidders who fulfil all eligibility criteria shall be considered for financial evaluation.

9.2 Financial Evaluation: The contract shall be awarded to the Highest Discount Offered on Maximum Retail Price (MRP), Inclusive of All Applicable Taxes and Duties (%) among technically qualified bidders.

24) Affidavit:

An Affidavit on non-judicial stamp (NJS) paper of Rs. 100/- duly attested by Notary Public shall be submitted in the following format:

- a) That I/We am/are not regular employee(s)/ contractual employee(s)/ temporary employee(s)/ outsourced employee(s)/ project employee(s)/ student(s) of the University of Hyderabad or relative(s) of any employee of the University.

- b) That I/We declare that there is no legal suit/criminal case against the company, proprietor or any of its Directors (in case on grounds of impropriety or for violation of any of the laws in force.
- c) I am / we are having a subsisting contract with University of Hyderabad (or) I / we don't have any contract with University of Hyderabad.
- d) That I / we don't have any liability towards payment of disputed / undisputed dues to the University of Hyderabad.
- e) That I/We furnish hereunder the details of past or present contract (s), with the University of Hyderabad. (if the information is NIL, it should be stated as 'Nil')

S. No.	Name of the employer/Company/Firm/ Department	Period of Contract

That I/We furnish hereunder the details of past or present liabilities (dues to University of Hyderabad) and details of disputed and/or undisputed dues to the University of Hyderabad. (if the information is NIL, it should be stated as 'Nil')

- f) That I/We furnish hereunder the details of orders, notifications, etc. issued by University of Hyderabad, Central Government Departments, Central Government Undertakings, Central Government Autonomous Bodies, State Government Departments, State Government Undertakings, State Government Autonomous Bodies, Central Bureau of Investigation, Anti-Corruption Bureau of Telangana and Andhra Pradesh states, etc. in respect of black-listing, debarring, etc. (if the information is NIL, it should be stated as 'Nil')

S.No.	Name of the Organization	Period of Blacklisting/debar/ban

Attested by Advocate Notary
With Seal and Registration Number
(Copy denoting currency of Advocate Notary is to be enclosed)

ACCEPTANCE OF TENDER TERMS & CONDITIONS
(To be submitted on the Bidder's Company/Firm Letterhead)

Date: _____

To
The Registrar,
University of Hyderabad,
Hyderabad – 500046

Subject: Acceptance of Terms and Conditions of Tender

Tender No.: UH/CPU/2026/Pharmacy-II/1877 dated 05.10.2026

Sir/Madam,

- 1) I/We have downloaded the Tender Document for the above-mentioned Tender for Supply of Branded Allopathic Medicines from the University of Hyderabad website www.uohyd.ac.in and the Central Public Procurement Portal <https://eprocure.gov.in>.
- 2) I/We hereby certify that I/We have read and understood all the terms and conditions of the Tender Document from Page No. _____ to _____, including all Annexures, Schedules, Forms and other documents forming part of the Tender Document, and I/We hereby undertake to abide by and comply with all the terms, conditions and clauses contained therein.
- 3) I/We further confirm that all corrigenda/addenda/clarifications issued by the University of Hyderabad from time to time have been taken into consideration while submitting this acceptance letter and the bid.
- 4) I/We understand that in the event of any violation/non-compliance with the provisions, terms and conditions of the Tender Document, the University of Hyderabad shall be at liberty to reject my/our bid, and the EMD/Bid Security may be forfeited in accordance with the applicable rules and terms and conditions of the Tender Document. I/We shall have no claim or right against the University in this regard.
- 5) I/We hereby confirm that the above declaration is made voluntarily and that no deviation, condition or qualification has been introduced in respect of the terms and conditions of the Tender Document.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

PART – II: TECHNICAL BID (ENVELOPE – I)

(NOTE: TO BE KEPT IN A SEPARATE SEALED COVER)

Tender No.: UoH/CPU/Pharmacy-II/2026/1877 dated 05.10.2026

BID APPLICATION FORM

Sl. No	Details	Details to be furnished by the Bidder
1.	Name of the tendering Agency	
2.	Address, Telephone No., e-mail	
3.	Person responsible for conduct of business: Necessary documents prescribed by law about ownership/partnership/of the business with their Contact No.	
4.	Particulars of Licenses held under Medicines & Cosmetics Act & details: (copy of the valid license to be closed) (if the license is under renewal, certificate from the Medicine Controller that the license is under renewal and deemed to be in force should be closed)	
5.	Registration certificates connected with GST and other relevant indirect taxes	
6.	TAN No. (attach a copy)	
7.	PAN Card No. (attach a copy)	
8.	The Agency must not have been convicted by the State Drug authorities and no case should be pending under the Medicines and Cosmetics Acts and Rules, against them.	(refer affidavit)
9	Address and contact person of Local Retail Outlet	
10.	Address and contact of the pharmacist who shall be deputed to pharmacy at Health Centre, UoH.	
11.	Address and contact number of the immediate supervisor / Manager to whom complaints are to be escalated.	
12.	Details of EMD of Rs.7,50,000/-	
13.	Total turnover for allopathic medicines during last four financial years (year wise): i. 2022-23 ii. 2023-24 iii. 2024-25 iv, 2025-26 (Certificate of turnover to be enclosed)	
14.	Affidavit for non – blacklisting (Copy to be enclosed)	
15.	Certificate of Experience should have supplied medicines to the Government / Corporate / PSU	

	/Autonomous Body Hospitals in India. The Certificates of credentials issued by the respective clients should be submitted along with the application. acceptable documents as proof of experience:- a. Completion certificate from client. b. Purchase order accompanied with copy of Invoice & proof of receipt of payment.	
16.	Whether willing to give the same discount to university fraternity at other retail outlets/branch of your Agency (please specify Yes/No) along with address of retail outlets.	

DECLARATION

I, Proprietor/partner/director of M/s.....
 hereby declare that the information furnished above is true and correct to the best of my knowledge and belief.

Name & Designation with stamp

CERTIFICATE OF TURNOVER

(To be furnished on the Agency's Letterhead and duly certified by a Chartered Accountant)

This is to certify that **M/s.** _____
has registered the following annual turnover and net profit/loss during the last four financial years ending 31.03.2026:

Financial Year	Annual Turnover (₹)	Net Profit / (Loss) (₹)
2022-23		
2023-24		
2024-25		
2025-26		
Average Annual Turnover		

The above information/figures are true and authentic to the best of my/our knowledge and belief. I/We am/are well aware that furnishing any false information or fabricated document may lead to rejection of the tender at any stage and may also render the bidder liable for prosecution under the applicable law.

Seal & Signature of Chartered Accountant

Name: _____

Membership No.: _____

UDIN: _____

Date: _____

ANNEXURE – V**PART – II: FINANCIAL BID (ENVELOPE – II)**

Tender No.: UoH/CPU/Pharmacy-II/2026/1877 dated 05.10.2026

(NOTE: TO BE KEPT IN A SEPARATE SEALED COVER)

Description of the Products	Percentage of Discount Offered on Maximum Retail Price (MRP), Inclusive of All Applicable Taxes and Duties (%)
Branded Allopathic Medicines, preferably Equivalent Generic Drugs/Medicines, for Chronic Ailments/Diseases	_____ %

DECLARATION

I/We hereby confirm that the percentage of discount quoted above is inclusive of all applicable taxes and duties and shall be applicable uniformly to the medicines covered under this Rate Contract. I/We accept and undertake to comply with all the terms and conditions of the Tender Document.

Authorized Signature of the Bidder: _____

Name: _____

Designation: _____

Name of the Firm/Agency: _____

Date: _____

Place: _____

Official Seal