



भारतीय रिज़र्व बैंक / RESERVE BANK OF INDIA
केंद्रीय स्थापना अनुभाग / CENTRAL ESTABLISHMENT SECTION
चेन्नै / CHENNAI – 600001

Minutes of Pre-bid Meeting cum Addendum – Supply of Drugs and medicines against Credit Slips issued by Bank’s Dispensaries at Chennai

E-tender no. [RBI/Chennai Regional office/HRMD/31/24-25/ET/481](#)

The Pre-bid meeting for the captioned tender was held at 11:00 hrs on October 08, 2024 in the Bank’s premises as announced in the Notice Inviting Tender published in RBI website and newspaper. The details of the participants are listed below:

Sl. No.	Name of the Chemist	Representative who participated in the pre-bid meeting
1.	M/s. Apollo Pharmacy	Shri Peter Moses
2.	M/s. Kastoori Medicals	Shri Mathi Mariyappan
3.	M/s. MD Medicals	Shri Senthil Kumar

Sl. No.	Bank’s Officials	Designation
1.	Shri Elango S	General Manager (GM)
2.	Shri Ravishanker B	Assistant General Manager (AGM)
3.	Smt. Nirmala Sankaran	Manager
4.	Shri R V Sudheer Reddy	Assistant Manager
5.	Shri Sundaram V	Assistant

Shri Ravishanker B, AGM welcomed the participants and briefly explained various aspects of the tender and Bank’s requirements, which need to be considered while bidding. Shri Elango, General Manager presided over the meeting. Further, he invited queries, if any, from the prospective bidders regarding the tender.

The queries put forth by the representatives and clarifications given by the Bank are tabulated below:

Sl. No.	Query raised by the bidder	Clarification to the query
1.	Is there any specific mode in which bill had to be submitted for making payment?	Bills along with credit slip copy signed by the employee to be submitted to the respective dispensary. Further, a feasible summary in mutually agreed format may be submitted for quicker processing for payment.
2.	What would be the validity (in no. of days) of the credit slip from the date of issuance?	The validity of the credit slip is being limited to three days i.e. if the date of issuance of the credit slip is on October 10, 2024, then the employee/dependent should purchase medicines by tendering the credit slip in the nearby outlet of the Chemist by October 13, 2024.
3.	Whether substitutes can be suggested and delivered in case of	Specific brand as requested must be provided. Alternative drugs may be

	non-availability of a drug mentioned in the credit slip?	provided with the permission of BMO/BMC.
4.	What would be selection process post the completion of contract period of current tender i.e. March 31, 2025?	Empanelment of suppliers will be valid for the period November 2024 to March 2027. For the year April 2025 – March 2026, price bids will be called for from amongst empanelled suppliers.
5.	How the contract will be awarded if only one bidder took part in the entire e-tender process?	The contract would be awarded based on the direct contracting/selection by nomination method, after seeking necessary approvals.
6.	Drugs related to specific ailments like Cancer etc. cannot be provided under Uniform Discount rate quoted as they have smaller profit margin comparatively to other drugs. Will this be considered while contract being awarded?	The bidders are advised to quote uniform discount rate on MRP of all the medicines including drugs for specific ailments like Cancer.

The meeting concluded with a vote of thanks.

**Regional Director
Reserve Bank of India
Chennai**

Date: October 10, 2024

ADDENDA

E-tender no. [RBI/Chennai Regional office/HRMD/31/24-25/ET/481](#)

E-tender for Supply of Drugs and medicines against Credit Slips issued by the Bank's Dispensaries at Chennai

Sl. No.	Tender Item/Clause	Additions to the existing para
1.	Page no. 18, Chapter III - para c, Eligibility	Page no. 18, Chapter III - para c, Eligibility “ Or The supplier should have a centralised warehouse type of unit from where it should be able to deliver the medicines indented in the credit slip within the prescribed time limit to the dispensary which issued the credit slip or in case of an emergency at the doorstep of the residence of the employee to whom the credit slip was issued without any extra cost.”

2.	Page no. 18, Chapter III – para I Eligibility	Page no. 18, Chapter III – para I Eligibility “I) The bidder should have undertaken a similar business arrangement i.e. entered into contract for Supply of drugs & medicines against Credit Slips with at-least one Govt /Semi-Govt/Public Sector organization located at Chennai during the last two years and should submit performance certificate issued by their client in the proforma provided in Annex VII (enclosed below)”.
3.	Page no. 34, Note to Annex IV	Page no. 34, Note to Annex IV “ Note: Submission of this undertaking/declaration mentioned is only applicable to the Chemists who are having outlets within the vicinity of 3 kms from respective Bank’s dispensaries located in Chennai.”

Note: These minutes of pre-bid meeting and Addenda shall form the part of the bid document / Agreement. Rest of the Terms and condition and specifications of bid document shall continue to remain same. The above amendments / clarifications are issued for the information for all the intending bidders. The submission of application by the Chemist shall be construed to be in conformity to the bid document and amendments / clarifications given above.

Regional Director
Reserve Bank of India
Chennai

Date: October 10, 2024



**RESERVE BANK OF INDIA
CENTRAL ESTABLISHMENT SECTION
CHENNAI**

Annex VII

Proforma of certificate regarding performance

Name & address of the bidder:

Details of works executed by Shri/M/s. _____ (name of the bidder)

1. Name of work with brief particulars:

2. Agreement No. and date:

3. Agreement amount (approximates are also acceptable):

4. Details of penalties levied (indicate amount), if any, for non-performance or non-adherence to terms:

5. Details of the authority under whom supply executed

Name & Designation:

Address

Contact No.:

Email:

6. Comments on the capabilities of the bidder:

a) Technical proficiency:

b) Financial soundness:

c) Adherence to timelines:

d) Quality of work:

e) General behaviour:

The undersigned is competent to issue this certificate.

****Countersigned'**

Signature of the Reporting Officer with office seal:

Name & Designation:

Contact number