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**Signatures of Bidder with Date & Stamp**

## **REQUEST FOR PROPOSAL (RFP)**

### **ENGAGEMENT OF SUPPLIERS FOR SUPPLY OF DRUGS/ MEDICINES (GENERIC MEDICINES AND ETHICAL MEDICINES)/ CONSUMABLES AT DISPENSARY UNDER ADMINISTRATIVE CONTROL OF SBI, LOCAL HEAD OFFICE, C-SCHEME, JAIPUR.**

Applications are invited from reputed supplier for supply of drugs/medicines/consumables at dispensary under administrative control of State Bank of India, Local Head Office, Jaipur.

2.The tenders should reach us on latest by 4.00 P.M. on 23.04.2026 and will be opened on 24.04.2026 at 3.30 P.M. in presence of those who wish to be present at the time of opening of tenders.

3.The tender should be sent in **SEALED ENVELOPE** in the manner as explained below to the undersigned and marked **“TENDER FOR SUPPLY OF DRUGS /MEDICINES (GENERIC MEDICINES AND ETHICAL MEDICINES) /CONSUMABLE AT THE DISPENSARY UNDER ADMINISTRATIVE CONTROL OF JAIPUR CENTRE.**

- a. **Envelope-I** shall Consist of covering letter, terms and conditions, proof of GST no., proof of EPF No., proof of ESI No., Drug License of the tenderer and the earnest money deposit (E.M.D.) in the form of Demand Draft of Schedule Bank in favour of State Bank of India, Jaipur. No interest will be payable on E.M.D. The tenderer shall possess digital signature certificate, mail ID, name of the authorized person and contact no. and copies of PAN No. for participating in reverse auction. **(FOR GENERIC MEDICINES)**
  - b. **Envelope-II** shall Consist of covering letter, terms and conditions, proof of GST no., proof of EPF No., proof of ESI No., TIN No. of the tenderer and the earnest money deposit (E.M.D.) in the form of Demand Draft of Schedule Bank in favour of State Bank of India, Jaipur. No interest will be payable on E.M.D. The tenderer shall possess digital signature certificate, mail ID, name of the authorized person and contact no. and copies of PAN No. for participating in reverse auction. **(FOR ETHICAL MEDICINES)**
- Earnest Money Deposit (E.M.D.) will be Rs. 3,00,000/-.

In case your firm qualifies the technical bid, you will have to arrange to participate in the on-line reverse auction to be conducted by M/s. ANTARES SYSTEMS LTD., for submitting your price bid on-line on the date to be advised in due course). The details and other documents relating to reverse auction are placed at Annexure II. **The process for reverse auction bidding instructions is enclosed as Annexure C.**

4. The tenders without earnest money, relevant desired information in para (4) will be rejected and the tenderer will not be allowed to participate in the reverse auction

5.The tender shall remain valid for a period of 90 days from the date of opening.

6. Pre bid meeting shall be held in our office on 15.04.2026 at 11.30 A.M. Interested contractors can attend the meeting.

Yours faithfully,

**ASSTT. GENERAL MANAGER (OAD)**

## SCHEDULE OF EVENTS

<u>Particulars</u>	<u>Date</u>
<b>Notice inviting Tender to be uploaded on website</b>	<b>10.04.2026</b>
<b>Advertisement for inviting tender to be publish in local news papers</b>	<b>10.04.2026</b>
<b>Pre-Bid Meeting</b>	<b>15.04.2026 AT 11:30 A.M</b>
<b>Submission of Tender</b>	<b>On or before 23.04.2026 by 4.00 PM</b>
<b>Opening of Technical Bids</b>	<b>24.04.2026 at 15:30 PM</b>
<b>Reverse Auction</b>	<b>Qualified Bidders will be intimated separately</b>

**TENDER DOCUMENT**

**ENGAGEMENT OF SUPPLIERS FOR SUPPLY OF MEDICINES (GENERIC MEDICINES AND ETHICAL MEDICINES)/DRUGS AND CONSUMABLES AT DISPENSARIES UNDER ADMINISTRATIVE CONTROL OF SBI LOCAL HEAD OFFICE, TILAK MARG, C-SCHEME. JAIPUR**

NAME OF THE TENDERER:

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ADDRESS: -

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Pin-

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Contact No.

Landline

Mobile

Fax

E-mail:

**Last date of submission of the tender: On or before 23.04.2026 by 4.00 PM**

**Signatures of Bidder with Date & Stamp**

## NOTICE INVITING TENDER

**Applications are invited in the prescribed format for ENGAGEMENT of Suppliers for Supply of Drugs and Consumables at DISPENSARY UNDER ADMINISTRATIVE CONTROL OF STATE BANK OF INIDA, JAIPUR Centre.**

Details regarding tender are given as under:

### **1. ELIGIBILITY CRITERIA**

a) During the **last seven years**, the tenderers should have satisfactorily executed orders, as per details given below, for **Supply of Medicines (Generic Medicines and Ethical Medicines)/ Drugs/ Consumables** to Hospitals, Dispensaries of Banks, Public Sector Undertakings (PSUs), Multi-National Companies (MNCs) etc. as on 31.12.2026: -

i) Supply of three similar orders not less than **Rs. 120 lacs**

or

ii) Supply of two similar orders not less than **Rs. 150 lacs**

or

iii) Supply of single similar order not less than **Rs. 240 lacs**

b) Average annual turnover of the tenderer during last 3 (three) years ending March 31, 2026 shall be at least Rs 90 lakh **p.a.**

c) The tenderers must have their administrative Office / Shop / Warehouse based in Jaipur city.

d) The tenderer should have **Valid Drug License** for various categories of allopathic drugs, issued by the Drug Control Authority of the State/Union under the provision of Drugs and Cosmetics Act, 1940 and as applicable under any other law (should hold the license for last 7 years). **Copy of valid license to be submitted along with the Tender.**

e) The tenderer must not have been convicted by the Drug Authorities and no case should be pending against the tenderer under Drugs and Cosmetic Act and Rules.

f) The tenderer should agree to supply **all the medicines/drugs/ consumables** that the Bank indents, irrespective of the brands or manufacturers.

g) Desirous tenderers may either download the applications form and other related papers / documents from the Bank's website or collect the tender document, in person, from **the Office of the Assistant General Manager (Office Administration Department), LOCAL HEAD OFFICE, JAIPUR** during the working hours and submit applications, completed in all respect, along with the required documents **by 4.00 PM on 24.04.2026.**

## **2. EARNEST MONEY DEPOSIT (E.M.D.)**

a) The tenderer shall submit Earnest Money Deposit of Rs.3,00,000/- (Rupees Three lakh only) in the form of **Pay Order/Demand Draft** from any scheduled commercial Bank in favour of **The Assistant General Manager (Office Administration Department), State Bank of India, payable at Jaipur along with the tender documents, as part of "Technical Bid" otherwise the tender shall be rejected at the first instance.** The EMD should be submitted in a separate sealed envelope super scribed with **"EMD For Supply of Medicines/drugs/consumables to SBI"** in the **"Envelope of Technical Bid"**.

b) EMD of unsuccessful tenderers will be returned by the Bank as early as possible. However, no interest shall be paid by the Bank on the EMD deposited by the tenderer. The EMD of successful tenderer is liable to be forfeited if the tenderer withdraws or amends or impairs from the tender in any respect within the period of validity of the tender.

## **3. SECURITY DEPOSIT**

a) An amount of Rs. 3,00,000/- (Rupees Three Lakh only) shall be deposited in the same form as of EMD or Bank Guarantee issued by the scheduled Bank other than SBI by the successful tenderer within 7 days from the date of award of work, which shall remain as Security Deposit, with the Bank. The Security Deposit will not carry any interest and will be refunded only on successful completion of the contract. The EMD furnished by the tenderer at the time of submission of the tenders will be refunded on submission of the Security Deposit stated above. Failure of the successful tenderer to submit the above-mentioned Security Deposit shall constitute enough grounds for the annulment of the contract and in that event the EMD furnished by such tenderer shall stand forfeited.

b) The successful bidder shall be bound to procure and supply all the medicines/drugs/consumables mentioned in Bill of Quantity (BOQ). In case the successful tenderer fails to supply all the medicines/drugs/consumables mentioned in BOQ in time, the Security Deposit shall be forfeited, and the contract shall be cancelled by the Bank.

c) Security Deposit of the successful tenderer will be kept by the Bank for the period of validity of contract. No interest will be payable, by the Bank to the tenderer, on the Security Deposit.

## **4. DETAILS OF MEDICINES UNDER THE TENDER**

a) List of medicines/drugs/consumables along with the quantity and other details are as per Bills of Quantities (BOQ) annexed. Medicines/drugs/consumables and its quantities are indicative and may vary, if required. More items can be added in or can be deleted from the list. The successful tenderer will be bound to supply medicines/drugs/consumables as per Supply Order within three working days from the date of the Supply Order which will be conveyed to the tenderer through e-mail or fax. All items have to be supplied by the tenderer in one go only, failing which the Bank will have the right to purchase the unsupplied medicines from the nearest available Chemist / Supplier and additional cost paid by the Bank, if any, and the difference of discount amount by calculating equivalent to percentage offered by tenderer and difference of discount received from the another supplier including handling charges of Rs. 500/- (Rs.

Five hundred only) each time will be deducted from the unpaid submitted bills or will be deducted from the security deposit by the Tenderer.

## **5. INDICATIVE PRICE BID**

**The tenderer must quote overall percentage of discount mentioned in the Price Bid.** The percentage of discount mentioned in the "Price Bid" of the Tender will be calculated on the MRP of the medicines/drugs/consumables before all Taxes / Vat etc. minus % Discount + Taxes as applicable. Percentage of Discount mentioned will be applicable on future indents also and on all the bills raised for the medicines/drugs/consumables supplied during the whole tenure of the contract.

## **6. VALIDITY OF OVERALL DISCOUNT**

Overall percentage of Discount quoted shall be valid for a period of twelve months from date of execution of the agreement between the vendor and the Bank. on all the medicines/drugs/consumables by the tenderer. The successful bidder may be called upon to make further supply of additional quantity, if any, required during validity period on the same discounted rates. The contract may be renewed by the Bank, at its sole discretion, for a further period of Two more years on the same discount rates and terms and conditions.

## **7. QUALITY OF MEDICINES/DRUGS/CONSUMABLES: -**

- a) All Medicines to be supplied should be genuine, means no sub-standard drugs.
- b) Minimum Shelf Life of medicines supplied to the Bank should be strictly as under:
  - i) Vitamins – One (01) Year
  - ii) Other Medicines – More than One (01) year

## **c) ANALYTIC REPORT OF MEDICINES**

The Bank reserves the right to call for analytical report of any number of medicines/drugs from the private/ govt. laboratories as deemed appropriate and the cost of obtaining analytical report will be borne by the tenderer and the tender may be cancelled immediately, if the report is not found to be satisfactory besides right to take any action against the supplier, as deemed fit as per law.

- d) Medicines should be of same brand/ company as specified in the BOQ. No substitute of same chemical composition of any other company shall be accepted by the Bank, without having Bank's prior approval in writing from Bank's Doctor. In case the manufacturing of the medicines/drugs is stopped by the company, or the medicines/drugs is not available in the market, the prior approval of the Bank shall be required for supply of such substitutes.

## **8. DELIVERY PERIOD**

Medicines/consumables shall be supplied within 3(three) working days from the date of receipt of Supply Order by the bank.

## **9. PLACE OF DELIVERY**

The place of delivery shall be dispensary at Local Head Office of SBI, Ground Floor, Jaipur and/or any other dispensary under Jaipur Centre as advised by the Bank in the supply order.

## **10. PAYMENT TERMS**

Payment will be made within 15 (Fifteen) working days of receipt of the complete supply of Medicines and their examination / verification by the Pharmacy staff of the Bank.

## **11. LIQUIDATED DAMAGE (LD)**

In case the tenderer does not complete the supply within delivery period, LD shall be imposed @0.5% for every week or part thereof and the Bank reserves the right to cancel the order of supply for any delay beyond one week.

If the Tenderer fails to supply the Medicines within stipulated period, the Security Deposit will be forfeited. No extension in Delivery Period shall be entertained without L.D.

## **12. INDEMNITY**

The tenderer shall indemnify and hold the Bank, its officers, officials and employees harmless against any and all actions, 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 consequences to any action or suit being brought against the tenderer for anything done or committed to be done in the execution of this contract.

## **13. GENERAL INSTRUCTIONS**

a) Tenderer should ensure to sign each page of the tender document with names/ Designations of the authorized signatory with Seal and address of the tenderer.

b) Medicines/drugs/consumables not in good condition, in any lot, shall not be accepted by the Bank and are to be replaced by the tenderer.

c) In case the Medicines/drugs/consumables 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/drugs/consumables including the rights / damages available under the various laws of the land.

- d) Certified Delivery Challan of medicines/drugs/consumables, being supplied by the tenderer to the Bank, shall be sent along with every supply, mentioning reference number of the Indent /Purchase order.
- e) Tenderer shall provide the list of Hospitals/Private/Public Institutions along with copy of Supply Order/ Agreement, where medicines/drugs/consumables are being supplied by him.
- f) All disputes arising out of this agreement or connected thereto shall be tried under the exclusive jurisdiction of courts at Jaipur only.
- g) **Settlement Of Dispute And Arbitration:** All questions relating to or arising out of the performance of the obligations under this Contract/Agreement and/or to the quality and genuineness of the medicines/drugs/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 arbitration. The Assistant General Manager (OAD), State Bank of India, Local Head Office, Jaipur shall be the sole Arbitrator, whose decision shall be final, conclusive and binding on the contractor. The arbitration shall be governed by the Arbitration and reconciliation Act, 1996.

#### **14. INSTRUCTIONS FOR FILLING UP OF THE FORM & SUBMISSION OF TENDER:**

- a) The tender shall be submitted in two bid system i.e. the Technical Bid and the Price Bid. The tender documents, complete in all respect, will be submitted in separate sealed envelope super scribed as “**TECHNICAL BID**” **FOR PROCUREMENT OF MEDICINES (GENERIC) /DRUGS/CONSUMABLES (Cover-A)** and “**PRICE BID**” **FOR PROCUREMENT OF MEDICINES (GENERIC) /DRUGS/CONSUMABLES” (Cover-B).**

“**TECHNICAL BID**” **FOR PROCUREMENT OF MEDICINES (ETHICAL) /DRUGS/CONSUMABLES (Cover-A)** and “**PRICE BID**” **FOR PROCUREMENT OF MEDICINES (ETHICAL) /DRUGS/CONSUMABLES” (Cover-B).** the Envelopes (Covers A & B) should be submitted in another envelope super scribed as “**TENDER DOCUMENTS FOR PROCUREMENT OF MEDICINES (GENERIC MEDICINES AND ETHICAL MEDICINES) /DRUGS/CONSUMABLES”**. This sealed envelope shall be dropped in the tender box kept in the, State Bank of India, Local Head Office, Jaipur, latest by **4.00 PM on 23.04.2026** (Price bid is only for the tender qualification.)

#### **(GENERIC MEDICINES AND ETHICAL MEDICINES)**

**(Cover-1) “Technical Bid”** shall contain the following documents:

- i. Appendix ‘A’
- ii. Appendix ‘B’
- iii. EMD
- iv. Terms & Conditions
- v. Affidavit stating that the tenderer having not been blacklisted /terminated/debarred by any govt. institute/C.G./Organization/PSU/ Autonomous body (**Annexure B**)
- vi. Copy of GST Registration Certificate.
- vii. Copy of Drug License.
- viii. Copy of Certificate of Performance
- ix. List of works executed (**Annexure A**)
- x. Copy of CA certificate having minimum turnover of **Rs.** 90 lakh during last three financial years

- xi. Copy of PAN Card.
- xii. Copy of No Conviction Certificate from State Drugs Controller that no case is pending.
- xiii. Authority letter to submit Bid.

**Cover-2 “Price Bid”** shall contain only the indicative Price Bid. The Bill of Quantities (Price Bid) in which Percentage of overall discount is to be quoted for supply of the Drugs/medicines/ Consumables shall be duly signed & stamped by the authorized person of the firm/company. The power or authorization or any other document consisting adequate proof of the ability of the signatory to bind the firm/company should be annexed to the bid. The indicative financial/price Bid of the tenderer, who satisfy the eligibility criteria as specified for technical bid, will be further processed through “e-Reverse Auction”. Details of the process of “E” Reverse Auction” are given on page No. 18 to 28.

At first only the first cover i.e. Technical Bid shall be opened in the presence of bidders on the tender opening **date i.e. 24.04.2026 at 15:30 PM**

- d) The percentage of discount in the tender is to be mentioned in words as well as in figures in the space provided. In case of any discrepancies in the figures and words, the discount mentioned and written in the words shall be considered to be the correct quoted figure.
- e) Percentage of discount quoted in the Price Bid of the tender will be applicable on the MRP of the medicines/drugs/consumables without Taxes / Vat etc.
- f) The unit cost of the medicine will be MRP less Discount + Taxes as applicable on the discounted price.

**Note: The incomplete bid or composite bid i.e. Offers with percentage of discounts indicated in the Technical Bid are liable to be ignored & rejected summarily.**

## **15. OTHER MISCELLANEOUS INSTRUCTIONS**

- a) The tender shall be valid for 90 Days from the date of submission.
- b) Conditional tenders will not be accepted and will be summarily rejected.
- c) Cover will **be opened at 15:30 PM on 24.04.2026** in the presence of the representatives from each of the tenderer who wish to be present. Tenderer may note that if the date of tender opening given in this Tender Document is declared a closed holiday by the RBI/ SBI under Negotiable Instrument Act, the tender shall be opened on the immediate next working day at the same time. In such an event the closing hours for receipt of tenders will stand automatically extended up to 15.30 hours (3.30 PM) of the next working day.
- d) Tenders received late/ delayed due to any reason, whatsoever, will not be accepted under any circumstance. In the event of any confusion, the time set in the clock in the room of Assistant General Manager (OAD), LHO, Jaipur will be taken as standard and decisive.
- e) Tendering firms are at liberty to be present or authorize a representative to be present at the opening of the tender, at the time and date as specified in the Schedule. The name and address of the representative authorized to attend the opening of the

tender, on behalf of a tendering firm, should be indicated in the Technical Bid. The representative so deputed should also bring with him a letter of authority from the firm for having been authorized to be present at the time of opening of tender. The name and address of permanent representative of the firm, if any, should also be indicated in the tender. Representatives of firms who have not submitted the tender or representatives not possessing authority letter from the participating tenders or outsiders shall not be allowed to attend the tender opening.

f) Cover 2 Indicative Price bid of only those tenderers, who have satisfied the eligibility criteria as specified for technical bid, shall be considered and their indicative price bids will only be processed. The pre-qualified bidders will be intimated about processing of the bids through “**E-REVERSE AUCTION**” i.e. date and time of processing for the Cover-2 (Price bid) in advance to enable them to be present for participation in “REVERSE AUCTION” exercise.

g) Tenderers may visit State Bank of India, Local Head Office, Office Administration Department, Jaipur before quoting the rates to understand the process and seek clarification, if any.

h) In case, any information furnished by the applicant is found to be incorrect at any stage, the tenderer shall be liable to be debarred from the process of tendering/taking up the supply of Drugs/Medicines/ Consumables in State Bank of India, Local Head Office, Jaipur. The Bank reserves the right to verify the furnished by the applicant independently. In such an event the EMD/Security Deposit, as the case may be, submitted by the tenderer shall be forfeited and the Bank may take action against the tenderer as deemed appropriate.

## **16. Award of contract**

\* It is clarified that bidder has to offer discount rate on two types of medicines i.e generic and ethnic separately. whosoever offers maximum discount rate, the contract shall be awarded to the said bidder as under:

(1) In case maximum discount rate is offered by the highest bidder in both generic and ethnic medicines, the contract shall be awarded to him.

(2) In case same discount rate is offered by two or more bidders in ethnic medicines, then the contract shall be awarded to that bidder who has offered maximum discount rate in generic medicines.

(3) In case two or more bidders offers different discount rates in generic and ethnic medicines i.e one bidder has offered higher rate of discount in ethnic medicines and lower rate of discount in generic medicines as compared to other bidders, then the contract shall be awarded to that bidder who has offered higher discount rate in ethnic medicines subject to that the generic discount shall not be less than the base rate .

## **17. DISCLAIMER**

a) The information contained in this Request for Proposal (RFP) document or information provided subsequently to Bidder(s) or applicants, whether verbally or in documentary form by or on behalf of State Bank of India (Bank), is deemed to be provided to the Bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions, subject to which such information is provided.

b) This RFP 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 RFP is to provide the Bidder(s) with information to assist the formulation of their proposals. This RFP does not claim to contain all the information each Bidder may require. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP and where necessary obtain independent advice. Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP. No contractual obligation, whatsoever, shall arise from the RFP until a formal contract is signed and executed by duly authorized official of the Bank with selected Bidder.

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

d) Bank reserves the right to cancel the entire Bidding/ procurement process at any stage, without assigning any reason whatsoever.

To,  
The Assistant General Manager,  
State Bank of India,  
Office Administration Department,  
Local Head Office, C-Scheme  
Jaipur -302005

Sir,

**ENGAGEMENT OF SUPPLIER FOR SUPPLY OF DRUGS/ MEDICINES (GENERIC MEDICINES AND ETHICAL MEDICINES) / CONSUMABLES AT DISPENSARY UNDER THE ADMINISTRATIVE CONTROL OF SBI, LOCAL HEAD OFFICE, JAIPUR**

Having visited the State Bank of India website/advertisement in newspaper and after going through the "Terms & Conditions" of the tender document, we offer our bid to carry out the said supply of drugs/medicines/consumables in conformity with the said "Terms & Conditions" of the tender.

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's "Terms & Conditions" for the 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. As an interim arrangement, 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 shall be responsible for the due performance of the contract.

Signed on this day of .....

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:

## **INSTRUCTIONS FOR TENDERING**

1. Before filling up the tender, the tenderers may visit State Bank of India, Office Administration Department, Local Head Office, Jaipur and carefully examine the tender documents, "Terms & Conditions" of contract, scope of work etc.
2. Timely supply of Drugs/Medicines/Consumables is the essence of the contract and the system for timely supply must be maintained efficiently.
3. The Tender Form and the documents attached to it shall not be detached and no alteration or mutilation shall be made in any of the documents attached hereto.
4. The tender shall accompany the following:
  - a) Details of past/present experiences in performing work contracts of similar nature and magnitude. (Proof in support to be enclosed)
  - b) True Self Attested Copy of PAN, GST, Authority Letter to submit Bid and copy of valid Drug License.
5. The Bank will not be responsible and will not pay any expenses which may have been incurred or losses to person or property suffered by the tenderer in connection with visits and in the preparation of the tender for submission.
6. The Bank reserves the right to adjust arithmetical or other errors in any tender in the way, which the Bank considers suitable. Any adjustments so made by the bank shall be stated to the tenderer, if the bank makes an offer to accept his Tender/Bid.
7. Payment will be made within 15 (Fifteen) working days of receipt of the complete supply of Drugs/Medicines/Consumables and verification by the Pharmacy staff of the Bank. In case of unsatisfactory performance, Bank may terminate the contract by giving 1 (One) month notice
8. The contract will be initially valid for a period of 1 (One) year. In case the services by the contractor are found to be satisfactory, the contract may be extended for 2 (Two) more years at the sole discretion of the Bank at same percentage of discount, "Terms and Conditions" of the contract, which shall be accepted by the tenderer.
9. The Bank shall not, under any circumstance, be bound to accept the tender offering highest discounts and has the right to reject any or all tenders without assigning any reason, whatsoever. The Bank also has the right to re-issue /re-tender, re-start the tender exercise. The tenderers shall not have any right to object to such re-issue / re-exercise / re-tendering.
10. Successful bidder will have to enter into a written agreement with the Bank. The format of the agreement shall be designed/drafted based on the "Terms and Conditions" / Clauses mentioned in this RFP document. However, Bank reserves the right to add / delete any other clause/s in the Agreement.

11. **Authorized Signatory** signing the Tender / Contract must specify whether he signs as: -

- a) **Proprietorship Firm:** As a “Sole Proprietor” of the concern or constituted attorney of such sole proprietorship.
- b) **Partnership Firm:** A partner of the firm, in which case he must have authority to execute contracts on behalf of the firm either by virtue of partnership agreement or by power of attorney, duly executed by the partners of the firm, in his / her favour authorizing to sign on behalf of the firm.
- c) **LLP:** A partner authorized by LLP to submit/sign the Bid.
- d) **Company:** Authorized Officer duly authorized by the Board of Directors to submit /sign the Bid.

A person signing the tender form or any document forming part of the contract shall deemed to be considered that, person so signing has authority to sign, and if on enquiry it appears that the person has no authority to do so, the purchases without prejudice to other civil and criminal remedies, the Bank will cancel the contract and hold the signatory responsible for all costs and damages.

**APPENDIX TO FORM OF TENDER**

a)	Minimum amount to third party insurance	Rs.3,00,000/- against any one incident/ number of incidents
b)	Period of commencement	15 (Fifteen) days from the date of issue of letter of intent/supply order.
c)	Period of Contract	12 months
d)	EMD to be deposited	Rs.3,00,000/-

**Appendix 'B'**

<b>Sr. No.</b>	<b>Details</b>	<b>To be furnished by the Tenderer</b>
1	Name & Address of the firm/ Company/ Proprietorship	
2	Type of Organization (Company/Partnership/Proprietorship)	
3	Whether wholesale Dealer/ Authorized Distributor/Agency	
4	Correspondence Address:	
5	Contact person's Name: Telephone Number: Mobile No.: Fax No: Email Id:	
6	<u>PAN No.</u> <u>GST No.</u> <u>Sales Tax No.</u> Drug License no with validity date	
4	Name & Address of the Banker with all the details including NEFT details etc.	
5	Turnover of the company for the last 3 (three) years.	FY 2022-23 (A): FY 2023-24 (A): FY 2024-25 (A): FY 2025-26 (P):
6	Other information applicant might like to give in support of the application	
7	Detail of EMD	
8	No Conviction Certificate attached (Yes/No)	
9	Affidavit of not having blacklisted/terminated/debarred (Annex___) is attached (Yes /No)	
10	Whether holds a valid license on the date of application. Give details of license.	
11	Detail of clients of tenderer (Govt./PSU/MNCs etc.) to be given	

## **PRICE BID**

### **ENGAGEMENT OF SUPPLIER FOR SUPPLY OF DRUGS/ MEDICINES (GENERIC MEDICINES) /CONSUMABLES AT DISPENSARY UNDER THE ADMINISTRATIVE CONTROL OF SBI, LOCAL HEAD OFFICE, JAIPUR**

Assistant General Manager,  
Office Administration Department,  
Local Head Office,  
Jaipur

Dear Sir,

With reference to my/our tender for the captioned work, we offer our price as under: -

SUPPLY OF DRUGS/MEDICINES/CONSUMABLES as per enclosed list Rebate /discount on our MRP % (percent).

For Generic Medicines: (in words-----)

The rebate/discount is over retail prices. All Taxes shall be levied after arriving at the discounted price.

**Signature & stamp of the vendor**

## **PRICE BID**

### **ENGAGEMENT OF SUPPLIER FOR SUPPLY OF DRUGS/ MEDICINES (ETHICAL MEDICINES) /CONSUMABLES AT DISPENSARY UNDER THE ADMINISTRATIVE CONTROL OF SBI, LOCAL HEAD OFFICE, JAIPUR**

Assistant General Manager,  
Office Administration Department,  
Local Head Office,  
Jaipur

Dear Sir,

With reference to my/our tender for the captioned work, we offer our price as under: -

SUPPLY OF DRUGS/MEDICINES/CONSUMABLES as per enclosed list Rebate /discount on our MRP % (percent).

Ethical Medicine: (in words \_\_\_\_\_)

The rebate/discount is over retail prices. All Taxes shall be levied after arriving at the discounted price.

**Signature & stamp of the vendor**

**Annexure-A**

**LIST OF WORKS EXECUTED DURING LAST 7 (SEVEN) YEARS TOWARDS  
SUPPLY OF MEDICINES/DRUGS AND CONSUMABLES**

<b>Sr. No</b>	<b>Name of the firm/ Company</b>	<b>Contact person of the firm (Name, ph.no. &amp; e-mail)</b>	<b>Location of the work</b>	<b>Work Order ref. no. &amp; date</b>	<b>Period of Contract</b>	<b>No. of Bottles /month &amp; Contract Amount (Rs.)</b>	<b>Remarks</b>
1							
2							
3							
4							

Note: Copy of the supply order and performance certificate should be enclosed for each work.

Date:

**AFFIDAVIT/ DECLARATION**

The Assistant General Manager,  
Administration Department,  
4<sup>th</sup> Floor, Local Head Office,  
Jaipur.

Dear Sir,

1. I/ We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.
2. I/ We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to supply order as per the pre-conditions set out in this tender enquiry by the Department.
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 AGM (Office Administration), SBI, LHO, Jaipur, immediately after we are informed but in any case not later than 3 working days, and also undertake to inform ,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 Government Departments or blacklisted or subject to any monetary penalties that be deemed fit and appropriate by State Bank of India.
5. I/ we shall keep the Department informed about the changes in any of the particulars furnished by us in our application or in our product specification or discontinuation of production of any item for which we stand successful. We shall give this intimation within a period of 30 days from the date of such change or discontinuation.
6. I/we shall inform any change in the name of firm and/or my/our office address to you Department duly supported by documentary evidence.
7. I/ we will maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a supplier.

Yours faithfully,

Signature with seal

## BILL OF QUANTITIES

### LIST OF MEDICINES (GENERIC MEDICINES AND ETHICAL MEDICINES)/DRUGS AND CONSUMABLES TO BE SUPPLIED

The following is list of medicines which will be procured on monthly basis or as per requirement.

The monthly approx. cost of supply of Medicines (**Generic Medicines and Ethical Medicines**)/Drugs and consumables will be for Rs. 20.00 lacs to Rs. 25.00 lacs

Sr.No		Stocking Pattern
1.	a. b. c. d. e.	<b><u>Alimentary System</u></b> Hyperacidity Spasmolytics Laxatives <b><u>Antidiarrhoeals –</u></b> - anti – infective - anti –biotic Enzymes
2.	a. b. c. d. e. f.	<b><u>Cardiovascular System</u></b> Antihypertensive - Coronary Vasodilators Peripheral Vasodilators Haemostatics Diuretics Lipid Lowering Agents
3	a. b. c.	<b><u>Central Nervous System</u></b> Anxiolytics Antiemetic Anticonvulsants
4.	a.	<b><u>Pain, Fever</u></b> Antipyretics
5.	a.	<b><u>Musculoskeletal System</u></b> Analgesics
6.	a. b.	<b><u>Endocrine Disorders</u></b> Steroids Thyroid Hormones
7.	a. b.	<b><u>Diabetes</u></b> Insulin Oral Hypoglycaemic agents
8.	a.	<b><u>Genito Urinary System</u></b> Urinary Antiseptics & Alkalisers
9.	a. b. c. d. e. f.	<b><u>Infections and Infestations</u></b> Anti-bacterial Anti-fungal Anti-amoebic Anti-helminthics Anti-malarias Vaccines Inj. Tetanus Toxoid

10.	a. b.	<b><u>Respiratory System</u></b> Anti-asthmatics Anti-tussives, Expectorants
11.	a. b. c. d.	<b><u>Nutrition and Metabolism</u></b> Vitamins Calcium Electrolytes Glucose powder
12.	a.	<b><u>Ear, Nose and Oropharynx (ENT)</u></b> Topical applications
13.	a. b.	<b><u>Eye</u></b> Topical applications/drops Glaucoma
14	a.	<b><u>Skin</u></b> Skin applications

Signature of Bidder with Date & Stamp

**TENDER DOCUMENT**

**INDICATIVE PRICE BID**  
**VOLUME-II**

**SUPPLY OF MEDICINES, DRUGS/MEDICINES/CONSUMABLES AT DISPENSARY UNDER ADMINISTRATIVE CONTROL OF SBI, LOCAL HEAD OFFICE, JAIPUR**

NAME OF THE TENDERER: -----

ADDRESS: -----

-----

-

-----

-

PIN -----.

Last date of submission of the tender: On or **before 23.04.2026 by 16:00 P.M.**

<b>Name of Medicines/ Drugs/ Consumables</b>	<b>Quantity</b>	<b>TOTAL QUOTED % DISCOUNT (IN FIGURES)</b>	<b>TOTAL QUOTED % DISCOUNT (IN WORDS)</b>
<b>1. For Generic Medicines</b>  As per details mentioned in BOQ*	Per Strip/Unit/Bottle etc. (Actual quantity of the medicines will be advised in indent)		
<b>2. For Ethical medicines</b>  As per details mentioned in BOQ*	Per Strip/Unit/Bottle etc. (Actual quantity of the medicines will be advised in indent)		

**BILL OF QUANTITIES\***

\* List of Medicines, Drugs & Consumables mentioned as 'Bill of Quantities' in Tender document is to assess and submit the offer of percentage of discount by the Tender. List is indicative and may vary if required. More items can be added in or can be deleted from the list. The successful tendered will be bound to supply medicines as per supply order/indent as per the terms and conditions mentioned in the Tender.

**Signatures of Bidder with Date & Stamp:**

**Drug License No.**

**Date of Incorporation**

**Valid up to**



**STATE BANK OF INDIA, LOCAL HEAD OFFICE, TILAK MARG,  
C -SCHEME, JAIPUR- 302005**

**REQUEST FOR PROPOSAL (RFP) FOR ENGAGEMENT OF  
SUPPLIERS FOR SUPPLY OF DRUGS/MEDICINES (GENERIC  
MEDICINES & ETHICAL MEDICINES)/CONSUMABLES TO  
DISPENSARY AT STATE BANK OF INDIA, JAIPUR CENTRE.**

State Bank of India, Local Head office, Jaipur invites applications from reputed Government approved drug Suppliers/Stockists/Distributors for engagement for supply of drugs/medicines/consumables for the dispensary situated at State Bank of India, Local Head Office, Jaipur Centre. The engagement list will be valid for THREE YEARS. Only those applicants who fulfil the eligibility criteria and other terms and conditions mentioned herein may apply in the prescribed format. Please log on to [www.sbi.bank.in](http://www.sbi.bank.in) under SBI In the News for further details and download application form.

**IMPORTANT DATES:**

**Pre-bid meeting - 15.04.2026 - at 11:30 A.M**

**Last date of submission - 23.04.2026 up to 04:00 P.M**

*Note: It may please be noted that only one representative for each company will be permitted to attend the pre bid meeting*

ENGAGEMENT

## GENERAL TERMS & CONDITIONS

- a) The contractor is required to furnish their GSTIN No./PAN/TAN, VAT/Sales Tax No., Registration details of firm, Service Tax No. etc.
- b) Preference will be given to those who have history of timely completion of works, taken up by them during the last 7 years. Relevant work orders and completion certificates for the same issued by the concerned department are to be furnished to fulfil the eligibility criteria.
- c) Bank has planned for online procurement and contractor must submit the valid e-mail ID, mobile No. and Digital certificate as required by the tendering agency authorised by bank, to enable the firms for participation in the online procurement/e-tendering which is mandatory.
- d) The applicant shall furnish the address of his branch office (anywhere in India) with name and cell phone no. of the contact person. The contractor should submit the original documents for verification as and when called for,
- e) For assessing the annual turnover of the last 3 financial years, contractor must submit the valid documents viz copy of Income Tax certificates, audited balance sheet for the last 3 years and provisional balance sheet for March 2026.
- f) The applicant should agree and authorize the Bank to obtain the confidential report from the clients of the applicant contractors, to obtain credit opinion from the Bankers and to verify the work executed by the contractors.
- g) The contractors must submit all the necessary certificates and documents along with the application as per the enclosed check list to the address given below, in the prescribed format within the closing date of advertisement. The envelope containing application is to be super scribed the Name of the work and category for which the application is being submitted.
- h) During the last 7 year, the contractor should have satisfactorily executed orders, as per details given below, for **Supply of Medicines (Generic Medicines & Ethical Medicines)/ Drugs/ Consumables** to Hospitals, Dispensaries of Banks, Public Sector Undertakings (PSUs), Multi-National Companies (MNCs) etc.
- i) Annual turnover of the firm for last 3 years ending March 31, 2026, shall be at least Rs. 90.00 lakh p.a.
- j) The contractor must have their Office / Shop / Warehouse based in Jaipur.
- k) The contractor should have **Valid Drug License** for various categories of allopathic drugs, issued by the Drug Control Authority of the State/Union under the provision of Drugs and Cosmetics Act, 1940 and as applicable under any other law (should hold the license for last 7 years). **Copy of valid license to be submitted along with the application.**
- l) The contractor must not have been convicted by the Drug Authorities and no case should be pending against the tenderer under Drugs and Cosmetic Act and Rules.

- m) The contractor should agree to supply **all the medicines/drugs/ consumables** that the Bank indents, irrespective of the brands or manufacturers.
- n) Contractor should ensure to sign each page of the document with names/ Designations of the authorized signatory with Seal and address of the firm.
- o) All disputes arising out of this agreement or connected thereto shall be tried under the exclusive jurisdiction of courts at Jaipur only.
- p) The Bank shall not be responsible for the late receipt due to postal delay, strikes or any other reasons. The incomplete applications are liable to be rejected summarily and Bank reserves its right to accept or reject any or all the applications without assigning any reasons thereof. Further the bank reserve right to cancel the ENGAGEMENT process at any stage without assigning any reasons.
- q) Any clarification required by the Bank regarding the application should be furnished within the stipulated time instructed by the Bank, failing which the Bank reserves the right to cancel the application for ENGAGEMENT without assigning any reason thereof.
- r) The panel of qualified contractors will be valid for the entire Jaipur Circle for a period of three years and the list of engaged contractors will be reviewed once in every year to assess the performance of the company regarding the reliability, promptness of completion of work, quality of work delivered and compliance of Bank's technical parameters.
- s) Bank reserves the right to terminate contract on 1 month notice at any stage during the validity period based on their performance and feedback from the various dispensaries under Jaipur Circle.
- t) Mere submission of application & fulfilling of the requisite parameters does not necessarily engage you. Bank may select/ shortlist vendors as per its requirements.

### **Terms and Conditions for Generic Drug Procurement and Supply:**

1. Medicine should only be supplied from manufacturers who possess a valid manufacturing license along with current WHO-GMP (Good Manufacturing Practices) and manufacturing facilities must be compliant with Revised Schedule M good manufacturing practices (GMP) of Drugs and Cosmetics Act 1940 and rules thereunder.
2. Drug quality testing should be done for all the batches of the medicine being supplied from an independent, third-party laboratories that hold specific accreditations, notably a Good Laboratory Practices (GLP) certificate and NABL accreditation.

3. All batch reports and GMP Certification mentioned above shall be provided while supplying the medicine at the dispensary. Those medicines shall not be accepted whose batch report is not being certified by the above said Laboratory. Cost of testing is to be borne by the supplier/manufacturer only. A Certificate of Analysis (CoA) for the batch being supplied, issued by the manufacturer's quality control department is to be provided, even though third-party testing is also mandatory. The CoA shall include test results for assay, dissolution, content uniformity, and other relevant parameters as per pharmacopoeia standards.
4. For critical drug categories (BCS 2, 4 & low therapeutic index drugs) including antibiotics, cardiovascular medicines, and anti-diabetic drugs, manufacturers shall provide bio-equivalence study reports conducted in CDSCO approved CRO as per regulatory guidelines, demonstrating therapeutic equivalence with innovator/reference products.
5. If a medicine is identified as Not of Standard Quality (NSQ), the sale of all affected batches will be immediately halted across the supply chain, and these batches shall be recalled. Furthermore, tender agreements stipulate strict actions against the drug supplier in such instances. These actions include, but are not limited to, the forfeiture of the security deposit, the recovery of the full cost of the entire batch, and the blacklisting or debarment of the manufacturer and/or drug supplier.
6. Drugs should not be supplied from manufacturing companies or firms currently debarred or blacklisted by the tender inviting authority, any state government, or any central government organization for the duration of the blacklisting period. A Non-Blacklisting/Non-Debarment Affidavit, formally declaring that the manufacturing company and the supplier are not currently blacklisted or debarred by any government authority outlined, is to be produced from all the manufacturers from whom medicine is being supplied.
7. The manufacturing company must have been in continuous production and marketing of the quoted drug or similar drugs for a minimum period of three years immediately preceding the date of the tender submission. Documentary evidence, such as copies of previous production and sales records, must be submitted to substantiate this claim.
8. The shelf life of the drug being supplied should be a minimum of two-thirds of the total shelf life specified by the manufacturer at the time of delivery to the dispensary. This is to ensure an adequate usability period for the procured stock.
9. The pricing for the drugs must strictly conform to the discounts established and agreed upon in the tender document. Additionally, the supplier is obligated to guarantee that the selling price does not surpass the Maximum Retail Price (MRP) of comparable generic alternatives available through the Jan Aushadi scheme. Any departure from this pricing requires explicit justification and approval from the procurement authority with supporting documentary evidence demonstrating superior quality certifications, better packaging, or other value additions that warrant the price differential.

10. The supplier is responsible for ensuring the proper storage and transportation of the drugs to maintain their quality and efficacy throughout the supply chain. Specific requirements regarding temperature control, handling, and packaging, as stipulated in the relevant pharmacopeial standards, must be strictly adhered to.
11. In cases where the BMO raises concerns about the quality (like empty blisters, improper labelling etc.) or efficacy of a supplied drug, the supplier must immediately replace the entire affected batch with a fresh supply from a different manufacturer that meets all quality standards, at no extra cost to the Bank. Failure to address the complaint satisfactorily within the stipulated time may result in penalties, including a deduction from the security deposit or termination of the contract.
12. Tenderers shall not supply the drugs declared banned by Government of India, even if Purchase Order is placed.
13. Minimum discount for generic medicines is 65% and branded Ethical Medicines will be 25%. Any bid with discount less than this will be disqualified.

Duly completed application on the prescribed format with required documents etc. should be submitted on or before **18.04.2026** up to 4.00 p.m. in the office of undersigned. The Bank reserves the right to accept or reject any or all applications without assigning any reason, therefore.

**(Signature)**

**ASSTT. GENERAL MANAGER (OFFICE ADMINISTRATION DEPARTMENT)**  
**STATE BANK OF INDIA, LOCAL HEAD OFFICE,**  
**TILAK MARG, C -SCHEME JAIPUR-302005.**  
**LANDLINE NO- 0141-2256441**

**APPLICATION FOR ENGAGEMENT AS A CONTRACTOR  
FOR SUPPLY OF MEDICINES (GENERIC MEDICINES & ETHICAL MEDICINES)/DRUGS &  
CONSUMABLES.**

1.	Name of the organization/Firms and name of the person authorized.	:	
2.	Address  Phone No. (a) Landline with STD code  (b) Mobile  (c) Email-ID	:	
3.	Year of establishment	:	
4.	Status of the firm whether company/firm/proprietary.	:	
5.	Name of Directors/Partners/Proprietor	:	
6.	Whether registered with the Registrar of Companies/Registrar of firms. If so, mention number and date.	:	
7.	Name and address of Banker	:	
8.	TIN number and date	:	
9.	PAN & TAN Number.	:	
10.	GSTIN No.	:	
11.	Drug License No.	:	
12.	If, you are registered in the panel of other Hospitals/Dispensaries/statutory bodies., furnish their Names, category, and date of registration	:	
13.	Detailed description and value of works done during the last 7 years as on 31.03.2026, as per the criteria given. <b>(i.e. name of organization, value of work done and date of completion)</b>	:	

15	Annual turnover for the last 3 years (Rs in Crores)	:	FY 2022-23 (A): FY 2023-24 (A): FY 2024-25 (A): FY 2025-26 (P):
16	Names and addresses of the persons who will be able to certify about the quality as well as performance of your organization.	:	
17	Whether willing to work in Jaipur.	:	
<p><b>18. Declaration regarding near relatives working in the Bank:</b>          "I/we hereby certify that none of our relatives as per Bank's instructions are employed in State bank of India. In case at any stage, it is found that information given by me is false/incorrect, State Bank of India shall have absolute right to take any action as deemed fit, including deplanement from banks panel. without any prior intimation to me.</p>			
<p>1. I/We hereby confirm that all information copies of certificates and testimonials in connection with my ENGAGEMENT are correct and genuine. I am, therefore, liable to face appropriate actions as deemed fit by the Bank in the event of any of the information copies of certificates and testimonials are not found correct and genuine.</p>			
<p>2. I/We have no objection if inquiries are made about the works listed by me/us in the enclosed sheets/annexures.</p>			
<p>3. I/We agree that the decision of SBI in selection of contractors will be final and binding to me/us.</p>			
<p>4. I/We also declare that I/We will not get myself/ourselves registered as contractor(s) in State Bank of India in more than one name.</p>			
<p>5. I/We submit all the certificates and documents as mentioned in the checklist of the eligibility criteria and general conditions for ENGAGEMENT .</p>			
<p>6. I/We confirm that all the rules prevailing in the concerned State the Labour Laws, Risk Insurance obligations, State and Central Govt. statutory requirements etc. are compiled by me/us.</p>			

**PLACE :**

**DATE**

**Signature with seal of the contractor**

**Note: Furnish Xerox certified copies of all relevant documents in support of the information furnished above.**

**PARTICULARS IN RESPECT OF WORKS EXECUTED FOR THE LAST 7 YEARS**

Sr . No	Name of work/ project with address	Description of work executed	Name and address of the clientele	Nature of work	Period of completion	Actual time of completion	Name of the Hospitals/Dispensaries /Statutory bodies.	Yearly Turnover
1	2	3	4	5	6	7	8	9

**Note:**

- a) Furnish Xerox certified copies of performance certificates issued by the authorized official of the client, regarding every work mentioned in the above list.
  
- b) The works executed and completed with the organizations of the central / state government departments, statutory bodies, Hospitals, Govt. Dispensaries, public sectors undertaking, Railways, Nationalized Banks etc. be given in the above list.

**OTHER RELEVANT INFORMATION**

Sr. No.	Particulars	No.	Year with the firm	Any other information
1.	Work force permanently employed.			
2.	List of equipment in possession of the firm.			

## STATE BANK OF INDIA

Applications are invited for **ENGAGEMENT** of contractors on the Bank's panel for supply of Medicines (Generic Medicines & Ethical Medicines)/Drugs & Consumables for running dispensary at LHO JAIPUR, category given hereunder:

-

Eligibility Criteria	
<b>Description</b>	Annual turnover of the firm for last year ending March 31, 2026, shall be at least Rs. 90.00 lakh P.A.

1. Interested/eligible contractors may apply on the format which can be downloaded from our website – [www.sbi.bank.in](http://www.sbi.bank.in) under SBI in the news.
2. The Bank has reserved the right to accept or reject any or all applications without assigning any reason, therefore.

**ASSTT. GENERAL MANAGER  
OFFICE ADMINISTRATION DEPARTMENT  
LOCAL HEAD OFFICE,  
TILAK MARG, JAIPUR-302005**

**Check List for Contractor ENGAGEMENT: -**

1. Contractor PAN No.
2. Drug License No.
3. Firms PAN No.
4. Firms TAN/Service Tax No.
5. Firms GSTIN No.
6. Supply of Medicines/Drugs & consumables related work orders and completion certificates.
7. Valid e-mail ID, Cell No., and digital Signature.
8. Income tax certificate and audited balance sheet for the last 3 years.
9. Firms account details.

**Signature with seal of the contractor**