NIT No	SBI/HYD/OAD/01A
DATE	13.10.2026



STATE BANK OF INDIA, HYDERABAD CIRCLE

INVITES TENDERS FOR

SUPPLY OF MEDICINES FOR DISPENSARY AT LOCAL HEAD OFFICE, KOTI, HYDERABAD

FROM BANKS EMPANELLED MEDICINE SUPPLIERS/DISTRIBUTORS UNDER SBI, LHO, HYDERABAD

THROUGH e-TEDERING PROCESS

Assistant General Manager
Office Administration Department (2nd Floor)
Local Head Office
State Bank of India,
Bank's street, Koti,
Hyderabad-500095
Phone No:04023466631/ 04023466343
Email: agmoad.lhohyd@sbi.co.in

NOTICE INVITING TENDER (NIT)

SBI, OAD department, Hyderabad circle invites applications from empanelled Medicine suppliers/distributors under SBI, Hyderabad circle.

1.	Name of the Work	**TENDER FOR SUPPLY OF MEDICINES TO THE BANKS DISPENSARY AT SBI, LHO OFFICE, KOTI, HYDERABAD**
2.	Time Period for Supply of Medicines	7 days from the date of receipt of indent issued by Bank Medical Officer.
3.	Eligibility of the Vendor	From Banks Empanelled Medicine Suppliers/Distributors Under SBI, LHO, Koti, Hyderabad
4.	Contract Period for Supply ofMedicines	**1 Year.** The rate contract is for Supply of medicines at LHO dispensary. However, the same rates shall be applicable for SBI dispensaries across Telangana state (i.e., including CC establishments, Administrative Offices & RBOs). Transportation charges will be not paid for supply of medicines in GHMC area and for outstation, the transportation charges will be paid upon submission of valid proof**.**
5.	Earnest Money Deposit (EMD)	Rs 10,000/-, in the form of Drafts/BCs and in favor of "Assistant General Manager (OAD)", SBI, LHO, Hyderabad, Payable at Hyderabad. EMD is exempted against submission of valid MSE certificate under respective category.
6.	Address for future correspondence:	Office Administration Department, 2nd Floor, LHO Hyderabad, Koti, Hyderabad-500095, 040-23466631. agmoad.lhohyd@sbi.co.in; medicalofficer.lhohyd@sbi.co.in;
7.	Tender documents available for download from the websites:	https://etender.sbi;
8.	Availability for download from the above web site	**From 13.10.2026 to 17.10.2026**
9.	Last date and time for submission of online bids in e-tender portal	**17.10.2026 by 3.00 P.M.**
10.	Date and Time of opening of e-Tenders:	**17.10.2026 at 3.30 P.M.**
11.	for any clarifications	**The applicant can send their quires if any to the following mail IDs on or before 15.10.2026 by 4.00PM and no quires shall be entertained after this date.** agmoad.lhohyd@sbi.co.in;medicalofficer.lhohyd@sbi.co.in;
12.	Payment terms	i) No advance payment shall be made. ii) After placing the P.O on respective L-1 bidder, the

		medicines should be supplied by them within 7 days from the date of P.O iii) After successful supply, vendor has to obtain acknowledgement from Banks Medical Officer (BMO)/ concern authority. iv) Then the original GST invoice along with delivery challan duly acknowledged by BMO/concern authority to be submitted to Banks Medical Officer. v) The payment shall be made within 15 working days from the submission of P.O after verification and with the required statutory deductions as applicable.
13.	Security Deposit (SD)	**The successful L-1 vendors must submit a security deposit of Rs 1 Lakh in the form of F.D in joint name with vendor and Assistant General Manager (OAD), SBI, LHO, Hyderabad;** this is refundable after completion of contract period, subject to satisfactory supply & service.
14.	Penalty clause	a) If the supplier fails to supply the medicine within stipulated time of 1 week, a written grace period should be obtained from SBI for maximum of 1 more week in exigency cases. b) Beyond 2weeks & up to 5 weeks (i.e., 3rd, 4th & 5th weeks) from date of issue of PO, Rs 5,000/- per week shall be deducted from Bill/SD. c) If the delay is beyond 5 weeks or if the granting of grace period as per point no: a &b of this clause exceeds 3 instances in a year, "The total SD of Rs 1 lakh shall be forfeited, terminate the contract and empanelment deemed to be cancelled".
15.	Validity of tender	90 days.
16.	Tax Deduction	As per applicable rates
17.	MRP/Discounts quoted by bidder	1. The quoted discounts should be inclusive of Cost of materials, transport, loading , unloading charges, cost of installation, wastages, overheads, profit, statutory expenses, incidental charges and all related expenses required for the completion of the work and all taxes (**Including GST**). 2. Additional claims other than the quoted amount will not be entertained. 3. The quoted discounts shall be firm throughout the completion of the project. 4. **The MRP includes GST. However, the GST component should be separately shown in each invoice.**
18.	Any additional information	1. The makes of medicines should be chosen strictly from the list given in the tender. 2. Any clarifications sought after opening of the tenders will not be entertained at any cost. Firm should visit the

		website till last date of submission for changes/ corrigendum, if any. 3. The SBI reserves the right to cancel or postpone the tenders at any stage without assigning any reason. 4. Claims for revision of the Quoted price by any bidder after the tender will not be entertained.
19.	For any queries or support in connection with the online tendering process, please contact our E-procurement solutions agency	e-Procurement technologies Limited, Ahmedabad. Primary contact number: :- +91-9081000427, 7859800624/ 7859800609 / 9510813528. 01. Vishal Khilosiya - 9510813528 - vishal.k@eptl.in 02. Nithya Vallavar - 7859800609 - nithya@eptl.in 03. Lakshmi Karli - 7859800624 - lakshmi@eptl.in 04. Nandan Valera - 9081000427 - nandan.v@eptl.in Support e mail: etender.support@sbi.co.in
20.	SBI reserves the right to accept or reject any or all bids without assigning any reasons thereof even after opening of the bids.	
21.	General Condition: The bidders are requested to view the website for corrigendum till the last date and time of tender submission.	

Bank's Medical Officer

Asst. General Manager
(OAD)

GENERAL TERMS & CONDITIONS

1. **Eligibility Criteria: The medicine Suppliers who are empanelled with SBI-LHO, Koti, Hyderabad under respective category is only eligible to participate.**

2. The suppliers must have the following documents and should be valid for entire period of contract:

   (i) PAN Number
   (ii) GST Number
   (iii) Drug licenses for various categories of allopathic drugs issued by Drug Control Authority of the State under the provision of Drugs and Cosmetics Act, 1940 as applicable under any other law in force.
   (iv) should have Shop/Office/ Establishment in **Hyderabad / Secunderabad**

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

4. Supply of medicines on monthly basis/ as per Bank's requirement, as per the indent given by the Bank Medical Officer (BMO), State Bank of India (SBI) at LHO Hyderabad or respective Office under SBI, Hyderabad circle or CC establishment under geographical area of Telangana.

5. The list of medicines generally required/being used by the Dispensary are as per Price Bid.

6. The supplier has to supply the medicines as per the list indented by BMO. **No substitution shall be allowed** unless such substitute approved by BMO in written confirmation to the supplier.

7. As the MRP is dynamic in nature and is subject to change, The MRP printed by the manufacturer on the strip/ at the time of supply will be considered by the Bank.

8. The Discount quoted in price bid shall be valid for the entire contract period.

9. **The MRP includes GST. The rate & amount arrived after deducting discount offered is also including GST. Hence in each invoice, the vendors must show the bifurcation of basic price and GST components separately for the total amount arrived after discount.**

10. **L-1 shall be decided for each medicine. The vendor, who offers maximum discount for a particular medicine shall be treated as L-1 for that item.**

11. In case of L-I is not able to supply within timelines, Bank has right to allot the same to L-II vendor for that category, subject to matching of L-I price. In case of L-II also fails, SBI Bank has right to extend the same to L-III.

12. The Tenderers are expected to examine all instructions, forms, terms and specifications in the tender documents. Failure to furnish all information required as per the Tender Document or submission of bids not substantially responsive to the Tender Documents in every aspect will be at the Tenderer's risk and shall result in rejection of the Tenderer.

13. The tenderers should possess **VALID DIGITAL SIGNATURE** for participating in e-Tendering process.

14. **Recently manufactured / latest batch of medicines only to be supplied**. Medicines wherein expiry date is very near / expired not to be supplied.

If the medicine supplied to the bank loses its shelf life, the Vendor must take back and arrange for bio-waste disposal at free of cost and ready to replace with the new medicine before affecting the next order, however, the cost of new medicine shall be paid by the Bank.

15. In case the medicines supplied by the Tenderer are found to be dubious or spurious, the Tenderer shall indemnify the Bank against all losses/claims that may be caused/lodged against the Bank on account of such defective medicines including the rights / damages available under the various laws of the land. Medicines not in good condition in any lot shall not be accepted by the Bank and are to be replaced.

In case of any dispute the matter will be under the jurisdiction of Hyderabad Courts.

16. Disclaimer:

The information contained in this Tender document or information provided subsequently to Tenderer(s) or applicants whether verbally or in documentary form by or on behalf of State Bank of India (Bank), is provided to the Tenderer(s) on the terms and conditions set out in this Tender document and all other terms and conditions subject to which such information is provided.

17. This Tender is neither an agreement nor an offer and is only an invitation by Bank to the interested parties for submission of bids. The purpose of this TENDER is to provide the Tenderer(s) with information to assist the formulation of their proposals. This TENDER does not claim to contain all the information each Tenderer may require. Each Tenderer should conduct its own investigation and analysis and should check the accuracy, reliability and completeness of the information in this TENDER and where necessary obtain independent advice. Bank makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or

completeness of thisTENDER. Bank may in its absolute discretion, but without being under any obligation to do so, add all amend or supplement the information in thisTENDER. No contractual obligation whatsoever shall arise from the TENDER process until a formal contract is signed and executed by duly authorized officers of the Bank with the selected Tenderer.

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

19. **Content of Bidding Document**

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

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

20. **Clarifications & Amendments:**

If deemed necessary, the Bank may seek clarifications on any aspect from the Tenderer. However, that would not entitle the Tenderer to change or cause any change in the substances of the bid already submitted or the price quoted. The Tenderer may be asked to give presentation for the purpose of clarification of the bid. At any time prior to the deadline for submission of bids, SBI may modify or alter the bidding document by issuing an amendment.

Any clarification issued by SBI will be in the form of an addendum / corrigendum and will be available in SBI's website – https://sbi.co.in under "SBI in the news" in "procurement news" and at https://etender.sbi The amendment will be binding on all Tenderers. SBI, at its discretion may extend the deadline for submission of bids which shall be

informed to all through SBI's website- https://sbi.co.in (SBI in the news/procurement news) and at https://etender.sbi

21. **Bidding Process:**

All details with the relevant information / documents / acceptance of all terms and conditions strictly as described in this tender document will have to be submitted.

The Tenderer should be willing to participate in the on-line e-tendering to be conducted by Bank's authorized service provider on behalf of the Bank. If required Tenderers will be trained by Bank's authorized service provider for this purpose. Tenderer should also be willing to abide by the e-business rules for e- tendering framed by the Bank/ Authorized service provider. The details of e- business rules, process and procedures will be provided to the Tenderers. The Tenderer should obtain digital signature for participating in e- tendering. Tenderer must provide specific and factual replies to specific questions asked inthe TENDER.

22. **Financial Bid:**

The bidders are allowed to offer discount percentage on MRP. The bank will not pay any additional costs like wages, transportation (Actual transportation charges will be paid for other than GHMC region), wastages, octroi, overheads, profit, incidental charges and all related expenses towards supply of Medicines. The rates and/or prices in any form or for any reasons should not be disclosed in the technical bid or other parts of the technical bid except in the financial bid and failure to do so would result disqualification and rejection of the bid. These rates are valid throughout the year.

The Bidder shall quote their offers he will be willing to execute the work, in terms of "Specific Percentage Numerical Value"

23. **Validity of Bids:** 90 days

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

25. **Format and Signing of Bid**

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

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

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

26. **Bid Currency:**

Prices shall be expressed in Indian Rupees only.

27. **Modification and Withdrawal of Bids:**

As per the Bank's e-tendering policy.

28. **Opening and Evaluation of Bids:**

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

b) Evaluation of Bids: By a committee comprising of Officers from State Bank of India. Financial bids will be considered for those who meet the eligibility criteria as specified in the tender and also supply of branded medicines as specified in the NIT

c) In case, the L1 amount quoted by two or more contractors is the same, such lowest contractors will again be asked to submit sealed / online Offers" but the revised percentage shall, in no case, be less than the percentage quoted during their initial offer for the project. The L1 shall be decided on the basis of revised offers. The process of online rebidding/ sealed bid amongst the two or more contractors offering same rates shall continue till L1 bidder is discovered.

d) In case, any of such contractors or all contractors (who have quoted same tender amount in the initial bidding or subsequent bidding) refuse to submit revised offer, it shall be treated as "Withdrawal of tender" by the Contractor before acceptance by SBI and the EMD (if any) of such contractors shall be forfeited and they shall not be allowed to participate in the re-tendering process for the work.

29. **Award & signing of contract:**

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

The successful Tenderer shall be required to enter into a contract with the Bank, within 7 days of the award of the tender or within such

extended period as may be decided by the Bank along with the letter of acceptance.

30. **Payment Terms:**

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

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

31. **Termination of the Contract**

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

32. **Force Majeure**

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

33. **Governing Language**

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

34. **Eligible Taxes:**

a) Income Tax if applicable will be deducted at source as per Govt. guidelines.
b) GST component will be paid only on submission of proper GST invoice as per applicable GST provisions. The successful tenderer should comply with the following:
    i) Successful tenderer should have GST Registration Number
    ii)) Successful tenderer should timely file GST returns in accordance with GST provisions to enable the bank to claim the input credit of GST paid to the supplier. Our Bank GST Number No.**36AAACS8577K1ZQ.**

35. **Place of Delivery:** As already specified above.

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

37. **Settlement of Dispute and Arbitration:** All questions relating to the performance of the obligations under this Contract/Agreement and to the quality and genuineness of the drugs and consumables supplied/used in respect of the services and all the disputes and differences which shall arise either during or after the agreement period or other matters arising out of or relating to this agreement or payment to be made in pursuance thereof shall be referred to The Assistant General Manager (OAD), State Bank of India, Local Head Office, Hyderabad, whose decision shall be final, conclusive and binding on thecontractor.

FORM OF TENDER

To
The Assistant General Manager (OAD),
State Bank of India,
Local Head Office, Koti,
Hyderabad.

Sir,

SUPPLIERS/DISTRIBUTORS
FOR SBI BANK DISPENSARY AT LHO, HYDERABAD

Having visited the site and examined the conditions of contract, we offer our bid tocarry out the said supply in conformity with the said conditions of the contract, specifications and scope of works for the sum quoted of this tender document or such other sum may be ascertained in accordance with the said conditions ofcontract.

1. I/We undertake to carry out and deliver the goods or performance comprised in the contract as stated.

2. I/We agree to abide by the tender conditions. It shall remain binding upon us and may be accepted at any time before the expiry of the period.

3. Unless and until a formal agreement is prepared and executed, this tender together with your written acceptance thereof shall constitute a binding contract between us.

4. I/We understand that if our tender is accepted, I/We have to be jointly andseverally responsible for the due performance of the contract.

Dated …….(Day) of the..... (month) 2026

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
name&
signature

DECLARATION

From
M/s …….

…….

…….

To
The Assistant General Manager (OAD),
State Bank of India,
Local Head Office, Koti,
Hyderabad.

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

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

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

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

5. I/ we shall keep the State Bank of India informed about the changes in any of the particulars furnished by us in our application or in the product specification or discontinuation of supply/production of any item for which we stand successful. This intimation is to be given within a period of 30 days from the date of such change or discontinuation.

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

7. My firm not have been convicted by the Drug Authorities and no case should be pending under Drugs and Cosmetic Act and Rules.

8. Agree to supply all the medicines Branded as well as Generic and consumables that the Bank indents irrespective of the brands or manufacturers.

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

Date: **Signature with seal of the Tenderer**

Witnesses:

1. Signature

   Name &

   Address:

   Occupation

2. Signature

   Name &

   Address:

   Occupation

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BOQ: SUPPLY OF MEDICINES FOR DISPENSARY AT LOCAL HEAD OFFICE, KOTI, HYDERABAD

- All the prices are inclusive of GST.
- Prices mentioned are in INR only.

List of Medicines for tendering process as per Price Bid1, Price Bid2, Price Bid3 Annexures

1) **L-1 shall be decided for each medicine. The vendor, who offers maximum discount for a particular medicine shall be treated as L-1 for that item.**

2) **The Rates/ MRP includes GST. However, the GST component should be separately shown in each invoice.**
For Example:

Sno	Name of Medicine	MRP100 (In Rs.) (incl.GST)	Discount offered (%)	Rate after Discount (In Rs.) (incl.GST)	Qty (Nos)	Total Amount (In Rs.) (incl.GST)
1	Xxxxxx	100	30%	70	5	350

Then the GST invoice should be submitted in the following format

Basic amount (In Rs.) *(A)*	CGST (In Rs.)	SGST (In Rs.)	Total GST (In Rs.) *(B)*	Grand Total (In Rs.) (incl.GST) *(A+B)*
312.50	18.75	18.75	37.50	350

- The statutory deductions (if any) shall be applicable as per Govt norms from time to time.

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3) The GST invoice should also consist of following details:
   (i) Billing Address
   (ii) Delivery Address
   (iii) GST Number of SBI
   (iv) GST number of vendor
   (v) Invoice no. & Date
   (vi) Amount bifurcation as stated in the above table
   (vii) Signature & Stamp of authorized
   (viii) Any other statutory requirements, as applicable

4) Along with each invoice, vendor must enclose the following:

   (i) Indent raised by SBI.
   (ii) Delivery challan duly acknowledged by Banks Medical Officer (BMO)/Banks Authorized official
   (iii) Satisfactory certificate by BMO

5) The actual quantity of medicine depends on the requirements of SBI.

6) If vendor proposed the Brand other than the recommended Brand by the Bank medical Officer, vendor must take approval from the Bank Medical Officer. If not approved the respective medicine will not be considered for evaluation after offered highest discount.

Bank's Medical Officer **Assistant General Manager (OAD)**

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