



**Office of The  
Chief Medical Superintendent  
S.E. Railway, Adra, Purulia**

**Sub: Local Purchase of The Medicines & Surgical Consumable through  
Cash Imprest/Adra**

CMS/Adra intend to purchase of medicines & surgical consumables from Local Cash imprest for the year 2019-2021 (From 01.08.2019 to 31.07.2021) from your firm under his power with following terms & conditions.

**TERMS & CONDITIONS**

1. The Suppliers/Firms should give maximum possible rebate on MRP of medicines prescribed in original brand mentioned in order form.
2. For all surgical items & consumables separate maximum discount can be accepted from market prevailing rate for that item & bill must be individualized for these.
3. Separate discount for medicines & surgical consumables items must be mentioned.
4. The supplier/firm offering maximum rebate will be given chance to supply medicines & surgical consumables for the aforesaid period.
5. The medicines & surgical items thus ordered should be positively supplied within 24 hours from the order given with cash memo clearly mentioned the MRP, Batch No, EXP DT & unit pack.
6. Emergency medicines & surgical consumables items thus can be ordered by Pharmacist (I/C), Indoor Sister (I/C) or Medical Officer on duty responded promptly by supplying the full quota even at midnight from medical stores.
7. Medicine and other items should be supplied by the same name (make and salt) as indented. No alternate or substitute will be accepted.
8. The Suppliers/Firms have to produce authentic certificate (Drug Licence, GST No, Firm's Registration Certificate).
9. The payment will be made through cash / cheque.

10. The discount on MRP as agreed by the firm will be deducted at our end while passing the final bill.
11. The firm should work as per the terms and conditions for smooth supply of medicines to S.E.Rly /Adra
12. If any time it is found that same is not working in the interest of Railway, the contract may be terminated by the competent authority without any explanation for that.
13. The Authority has the discretionary power to exercise & can ask next firm in the panel to supply any medicines or surgical items, if the first nominated firm is unable to supply it for meeting the emergency.
14. If any vendor fails to supply as per contract condition, that particular item shall be procured from the vendor next on sequence list of rotation or in case of urgency it can be purchased from the market and difference in cost may be recovered from the vendor to whom the order is placed.
15. If you are committing to supply for LP medicines & surgical consumables items on the above terms & conditions, you are requested to give your willingness in written in the following format (enclosed) on or before dt. 01.07.2019 at 18.00 hrs.
16. The Quotations will be open at 02.07.2019 at 10.00 hrs.
17. Application in a sealed box should be dropped in the Quotation Box available in CMS Office or Store/S.E. Rly/Adra.
18. Last year discount was as follows:
  - a. 16% discount on medicines on MRP.
  - b. 43% discount on Surgical & other consumables on MRP.

Sd/-  
Chief Medical Superintendent  
S.E.Rly/Adra

S.E. RAILWAY/ADRA

**To**  
**The Chief Medical Superintendent.**  
**S.E. Railway, Adra**

Sub: Local Purchase of Medicine through Cash Imprest

**FORMAT OF APPLICATION**

1. NAME OF THE FIRM:
  
  
2. ADDRESS:
  
  
  
  
  
  
  
  
  
  
3. TEL/MOBILE NO:
  
4. DISTANCE FROM DIVISIONAL HOSPITAL/ADRA-
  
5. % OF REBATE OFFERED- a) Medicine-  
b) Surgical & Consumables-
  
6. AGREE TO ALL THE TERMS & CONDITIONS-
  
7. DOCUMENT ENCLOSED –

Hereby I/We declare that all the particulars given in the above format are true to the best of knowledge & agreed to all the terms and conditions given in the quotation invitation letter & commit to give well service to the needs of your Hospital.

(Signature of Owner/Proprietor)  
Of the Medicine Store.