



# STATE BANK OF INDIA

**OFFICE ADMINISTRATION DEPARTMENT, AMARAVATI LHO, HYDERABAD.**

**APPLICATIONS THROUGH OFFLINE PROCESS**

**FOR**

**EMPANELMENT OF SUPPLIERS/STOCKISTS/CHEMISTS FOR SUPPLY OF DRUGS &  
MEDICINE TO THE DISPENSARY OF STATE BANK OF INDIA, LOCAL HEAD OFFICE(LHO)  
AMARAVATI, HYDERABAD**

Duly completed applications in the prescribed format with required documents etc. should be submitted to the office of the undersigned, on or before due date. Submitting additional documents doesn't carry any additional weightage, unless otherwise asked.

***Application forms along with Tender Document available from 05.03.2025 11.00 am onwards***

**Last date for submission of Applications : 4:00 P.M. (IST) on 20.03.2025**

**Opening of the Applications: 10.00 A.M. (IST) on 21.03.2025**

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Invited by :

**THE ASSISTANT GENERAL MANAGER (OAD),  
OFFICE ADMINISTRATION DEPARTMENT  
STATE BANK OF INDIA,  
AMARAVATI LHO, GUNFOUNDRY,  
HYDERABAD – 500 001.  
e-mail : agmoad.lhoand@sbi.co.in**

Signature of the Suppliers/Stockists/Chemists

**STATE BANK OF INDIA**  
**DISPENSARY, LHO AMARAVATI**  
**GUNFOUNDRY, HYDERABAD**

**REQUEST FOR EMPANELMENT OF SUPPLIERS /STOCKISTS/ CHEMISTS**  
**FOR SUPPLY OF DRUGS & MEDICINE TO THE DISPENSARY OF STATE**  
**BANK OF INDIA. LOCAL HEAD OFFICE (LHO) AMARAVATI, GUNFOUNDRY,**  
**HYDERABAD**

State Bank of India (the Bank), LHO Amaravati intends to prepare a panel of suppliers/stockiest/chemists for supply of medicine aggregating up to Rs.90.00 lac as Annual Budget(approx.) to the Bank's Dispensary at LHO Amaravati, Gun foundry, Hyderabad. The panel is expected to remain operational for a period of three years subject to satisfactory performance.

Further details and applications forms can be downloaded from our Bank's website [www.sbi.co.in](http://www.sbi.co.in) under **PROCUREMENT NEWS**. Suppliers/Stockiest/Chemists having registered office/branch office where the Bank's Local Head Office is existing only should apply.

The Suppliers/Stockiests/Chemists with necessary experience (at least one Government/Semi. Government/Public Sector organization during last 2 years) in the respective areas will be considered for empanelment.

Incomplete applications as well as the applications not submitted in the given format are liable to be rejected. **Bank reserves the right to reject any or all the applications without assigning any reasons.**

This document consists of the following:

- a) Notice inviting application for empanelment of Suppliers/Stockists/Chemists.
- b) Eligibility criteria and Terms & Conditions to the intending applicants.
- c) Format of Application and Annexures for empanelment of Suppliers/Stockists/Chemists for supply of Medicine/Drugs (Annexure I).
- d) Format of Declaration by the Suppliers/Stockists/Chemists having read and understood the application/ Tender notice.
- e) Financial Details and Criteria for empanelment (must be filled), Annual turnover of the last two years (Annexure II)
- f) Proforma of certificate by client's regarding performance (Annexure III).
- g) Format for works completed and necessary experience in the respective areas and amount of procurement. (Annexure-IV)
- h) Format of details of Works in Hand. (Annexure-V)

Bank Medical Officer

Assistant General Manager (OAD)

Signature of the Suppliers/Stockists/Chemists

## NOTICE INVITING APPLICATIONS

**NAME OF WORK :** Tender Notice inviting Applications for Empanelment of Suppliers/Stockists/Chemists, who has successfully completed supply of drugs/medicine to any Govt/Semi-Govt/PSU during last two years, for supply of Drugs/Medicine to the Dispensary of State Bank Of India at LHO Amaravati, Gun foundry, Hyderabad. Applications are invited for the above purpose.

1	Name of Work	Tender Notice inviting Applications for Empanelment of Suppliers/Stockists/Chemists for supply of drugs/medicine
2	Cost of Tender Document	Free of cost (To be downloaded from Bank's website)
3	Date and Time Where tender forms are available	FROM: 11:00 AM on 05.03.2025 to 20.03.2025 up to 3:00 PM. On banks website <a href="http://www.sbi.co.in">www.sbi.co.in</a> under procurement news.
4	Time and last date of submission of Applications	Up to 4:00 PM on 20.03.2025.
5	Place, Time & Address for submission of Application for empanelment person/telephone no.	Up to 4:00 PM on 20.03.2025. To The Assistant General Manager (OAD), SBI LHO Amaravati, Gun foundry, Hyderabad - 500001. phone :- 040-23387270.
6	Date, Time and Place of opening of Applications	Opening the applications on 21.03.2025 at 10.00 am At The Bank Medical Officer, Dispensary, LHO Amaravati, Gun foundry, Hyderabad -500001.
7	Application fee drawn in favor of, payable at,	Rs.2,000/- DD/BC Drawn in favour of The Assistant General Manager (OAD), SBI LHO Amaravati. payable at Hyderabad (Non-Refundable)-enclosed along with the Application forms.
8	Estimated cost of Medicine procurement	Rs90.00 lakhs per annum. (approx.)
9	Validity period of tender	180 days from last date for receipt of tender
	For further clarifications, If any Please contact AGM (OAD) Tel. No.040-23387270 /23387430. Only the Suppliers/Stockists/Chemists who met the eligibility criteria may download the Tender/Application form for Empanelment from the Bank's website, <a href="http://www.sbi.co.in">www.sbi.co.in</a> under 'Procurement News'.	

The D.D/B.C. (application fee) shall be submitted along with the documents /sent at the above-mentioned address.(otherwise, the tender shall be summarily rejected). The Suppliers/Stockists/Chemists has to provide their E-Mail id, contact No's and postal address in the bid documents. Henceforth, all official communication from the Bank shall be through E-Mail only. **The Bank reserves the right to accept or reject any or all the applications in full or part without assigning any reasons.**

Bank Medical Officer

Assistant General Manager (OAD)

Signature of the Suppliers/Stockists/Chemists

**I. Eligibility:**

- a) The chemist must hold valid licenses as on the date of application in the State under the provisions of Drugs and Cosmetics Act, 1940 as applicable and any other law in force. They must hold all other licenses, clearances and permissions as may be necessary to carry out the trade of dealing with / selling of medicine. The empaneled chemists will further ensure and undertake that their licenses remain valid till the end of the Empanelment period.
- b) The chemist must not have been convicted by the State Drugs Authorities and no case should be pending under the drugs and Cosmetics Act and Rules.
- c) The chemist should have an annual minimum turnover as specified in Annex II for last two years.
- d) The chemist should have undertaken a similar business arrangement i.e., Empanelment for supply of medicine with at least one Govt. or Semi Govt. or Public Sector organization during the last two years.
- e) The chemist should agree to supply all the medicine and consumables that the Bank indents irrespective of the brands or manufacturers. Failure to do so after execution of the Empanelment as described elsewhere in the document will result in automatic forfeiture of Empanelment.
- f) The chemist should not have been debarred/black-listed by any Govt./Semi-Govt./Public Sector Organization.
- g) The shop/establishment of the chemist should be situated in the same city/town where Empanelment is being sought.
- h) The chemists should have filed GST Returns up to date.
- (i) The chemist should have a computerized billing system.

**II. Terms and Conditions: 1.**

**Scope of work :**

The Bank will issue a 'Request for Quotation' (RFQ) / call for tenders for supply of medicine from the Empaneled chemists once every three months or as and when necessary, based on an indicative list issued by Bank Medical Officer specifying broad requirements expected during the time. Please note that the quantity of medicine may increase or decrease as per Bank's requirement. The Bank will enter into the purchase contract with one or more chemists who offer the highest uniform discount. The chemists will supply the medicine/drugs at the agreed discount in the stipulated time and at the specified place on the basis of the Indents issued from time to time by the Banks Dispensary. It may be noted that the Bank is not bound to procure all its requirements of medicine only from the chemist offering the highest discount. The Bank also reserves the right to

Signature of the Suppliers/Stockists/Chemists

split/divide its purchases among two or more chemists. In respect of the procurement of medicine, the supply orders will be placed with the Empaneled Suppliers/Stockists/Chemists up to the last date of the Empanelment. Orders received even on the closing date should be honored in accordance with the terms of Empanelment even though the last date of the Empanelment may have expired on the date of supply of medicine. **The Bank also reserves the right to accept or reject any or all of the orders that it may receive without giving any reasons.**

**2. Pricing:**

In response to the Bank's RFQ/tenders, the chemist should quote uniform discount on retail price printed on Strip/Bottle/Unit packed in percentage term in respect of all items of supplies to be made, irrespective of their brands or manufacturers. It should be noted that liability to pay any duties, levies or taxes leviable under the law would be that of the chemist. The chemist will also have to bear all the expenses etc. connected with proper packaging, carting, transportation etc. in connection with supply to any place specified by the Bank. The Bank will only pay the labeled MRP minus discount allowed thereon.

**3. Period of Empanelment and satisfactory performance**

The period of the Empanelment of Chemists/Stockists/Suppliers shall be for a period of one year, thereafter renewal for one more year may be explored subject to the satisfactory conduct on annual review, as per the extant guidelines. **Bank has the right to de-panel the non-performing suppliers at any time.**

**4. Documents establishing eligibility:**

The following documents should be submitted along with the application.

- a) Self-attested copies of valid licenses held by the chemist as on the date of application.
- b) Copy of No Conviction Certificate from State Drugs Controller that no case is pending against the firm under the Drugs and Cosmetics Act and Rules made there under as well as under the Drugs (Price Control) Order, 1995 issued from time to time. An affidavit to the affect is acceptable in lieu thereof.
- c) Copies of the balance sheets and Turnover certificates for the last two financial years, duly certified by a Chartered Accountant.
- d) Client reports from clients as specified in para (I'd) as per format.
- e) Copy of GST registration certificate.
- f) A copy of PAN allotted to the chemist.

**5. Procedure for application:**

The Application forms can be downloaded from our Bank's web site [www.sbi.co.in](http://www.sbi.co.in) under procurement news. The duly filled in Application for Empanelment, and all necessary relevant documents complete in all respects to be submitted to Assistant General Manager (OAD), State Bank of India, LHO Amaravati, Gun foundry, Hyderabad – 500001, on or before 20.03.2025 by 4.00pm.

Signature of the Suppliers/Stockists/Chemists

**6. Right to accept/reject any or all applications:**

Applications received after the due date and time or incomplete in any respect are liable to be rejected. **The Bank reserves the right to accept or reject any or all of the applications in full or part without assigning any reasons. The Bank reserves the right to scrap the panel at any time, without assigning any reasons thereof.** The Bank's decision in this regard shall be binding and final. The Assistant General Manager, Office Admin. Department., State Bank of India, Local Head Office Amaravati, Gun foundry, Hyderabad – 500001, has the right to modify/alter any requirements in this document at his discretion in the interest of the Bank and Dispensary, as deemed appropriate by him. His decision in this regard shall be final.

**7. Indent for and delivery of supplies:**

- a) On receipt of indent for supply from the Bank Medical Officer, the delivery of supplies in full shall be made at the premises of the Bank's dispensary to which the indent pertains, during the working hours of the dispensary as soon as possible but not later than seven working days.
- b) In case of indent for specific brand of medicine, the brand shall not be substituted. In other cases, medicine conforming to Schedule M specifications of the Central Drugs Standard Control Organization shall be supplied.
- c) Supplies are required to be made in original packing of manufacturer. The packing should approximately be nearest to the total quantity indented of any particular medicine/drug.
- d) Every medicine has its own shelf-life period mentioned on the label of medicine. The shelf life of medicine supplied should not have passed more than half of its shelf life at time of supply.
- e) The chemist will indicate batch number, name of manufacturer, date of expiry in the indent at the time of supplying the medicine/drugs to the concerned dispensary.

**8. Presentation of bills:**

- a) The chemist shall present the bill to SBI Dispensary on the name of Bank Medical Officer for the supplies made. The bill should clearly indicate the details of the supplies made such as name of the item, quantity, rate, discount amount, name of manufacturer, batch no., date of manufacture, expiry date, indent no. with date, GST No. of respective Head Office and also GST No. of supplier, Complete Account details etc. and any other information required by the Bank.
- b) The bill shall be supported by the original indent along with the certificate from the authorized official of the Bank in charge of the dispensary under his/her signature, with date, seal of the office for receipt of the items indented.
- c) Incomplete bills not accompanied by any of the particulars mentioned in (a) & (b) above will not be entertained.

Signature of the Suppliers/Stockists/Chemists

**9. Payment:**

Payment of the bills presented will normally be arranged within 21 days (3 weeks) from the date of presentation of the bill. However, the chemist shall make no claim from the Bank in respect of interest or damages in case the payment is delayed for any reasons. The payment will be made through RTGS/NEFT mode for which chemist should give requisite details of Account viz., account no., A/C Name., Bank and Branch, IFSC code etc.

**10. Corrupt, fraudulent or unethical practices:**

The Bank requires that the Chemist/Supplier/Stockist observes the highest standards of ethics during the procurement and execution for supply of medicine. The medicine/drugs to be supplied will be of standard quality. In pursuance thereof, the terms are set forth as follows:

- a) The Chemist/Supplier/Stockist shall not resort to offering, giving, receiving or soliciting of anything of value to influence the action of any official of the Bank in the Empanelment process.
- b) The Chemist/Supplier/Stockist shall not resort to misrepresentation of facts in order to influence the Empanelment process to the detriment of the Bank.
- c) The Bank will declare a Chemist/Supplier/Stockist ineligible, either indefinitely or for a specified period of time, for Empanelment, if at any time, it determines that the chemist has engaged in corrupt and fraudulent practices in executing the process of Empanelment.
- d) The Bank may, without prejudice to any other remedy for breach of contract/Empanelment, at its sole discretion, terminate the contract/Empanelment in whole or part in respect of any chemist for any of the following reasons:
  - i) supply of sub-standard/spurious/substitute medicine
  - ii) delay in supply/refusal to supply/non-supply of medicine,
  - iii) over charging in the bill
  - iv) in case it is found that any particular medicine date is expired or is near the date of expiry.
  - v) the Chemist/Supplier/Stockist fails to perform any other obligation(s) under the contract/Empanelment.
  - vi) in the judgment of the Bank has engaged in corrupt or fraudulent
- e) If any such case indicated in (d) above is noticed during subsequent scrutiny after or before the payment, then the chemist shall refund the disputed/excess amount already paid by the Bank, replace the medicines in question. The Bank may stop payments due or recover the cost of such supplies from the amounts due to the chemist.

Signature of the Suppliers/Stockists/Chemists

**11. Applicability of best prices:**

If the Chemist/Supplier/Stockist whom the Bank has empaneled offers a higher discount or sells or even offers to sell medicine following conditions of sale similar to those of the Bank's contract, to any person or organization during the currency of rate contract the discount rate applicable to the Bank will be automatically increased with effect from that date for all the subsequent supplies under the contract and the contract amended accordingly. Other parallel contract holders, if any, will be given opportunity to reduce their price as well, by notifying the reduced price to them and giving them 15 (fifteen) days' time to intimate their revised prices, if they so desire, in sealed cover to be opened in public on the specified date and time and further action taken as per standard practice.

**12. Indemnity:**

The Chemist/Supplier/Stockist shall indemnify the Bank against all actions, suits, claims and demands brought or made against the Bank in respect of anything done or committed to be done by the chemist in execution of or in connection with the work of this contract/Empanelment and against any loss or damage to the Bank in consequence to any action or suit being brought against the chemist for anything done or committed to be done in the execution of this Empanelment/Contract.

**13. Arbitration:**

The Empanelment is based on mutual trust and confidence. Both the parties agree to carry out the assignment in good faith. If any dispute or difference of any kind whatsoever (the decision whereof is not herein otherwise provided for) shall arise between the Bank and the Empaneled Suppliers/Stockists/Chemists in connection with or arising out of the Empanelment, whether during the Empanelment period or completion and whether before or after the termination, abandonment or breach of the Empanelment, shall be referred to and settled by sole arbitration by the appropriate authority of the State Bank Of India, Local Head Office, Amaravati at Gun foundry, Hyderabad who shall give written award of his decision to the Empaneled Suppliers/Stockists/Chemists. The decision of the appropriate authority will be final and binding.

**14. Corrigendum:**

Bank may upload the corrigendum for the Empanelment. Therefore the Suppliers/Stockists/Chemists are requested to see the corrigendum in Banks website till two days before last date for for submission of applications for Empanelment.

Signature of the Suppliers/Stockists/Chemists



## Annexure I

## STATE BANK OF INDIA

APPLICATION FORM FOR EMPANELMENT OF SUPPLIERS/STOCKISTS/  
CHEMISTS FOR SUPPLY OF DRUGS & MEDICINE

S. No.	Item	Details
1.	Name of Supplier/Stockist/Chemist	
2.	Constitution (Company / partnership/ proprietorship)	
3.	Details of Registration (Registering Authority; Registration No. & Date)	
4.	Year of commencement of business	
5.	Whether registration for GST, if so Registration No and date (enclose copy)	
6.	Whether an assessee of income Tax, if so mention PAN number (Furnish copies of I.T Clearance certificate)	
7.	Whether Manufacturer / authorized distributor / dealer / agency (Enclose the proof of dealership copy)	
8.	Name(s) of the Proprietor / partner/ director / official with designation authorized to make commitment to the Bank	
9.	Telephone No. Mobile No. e-mail	
10.	Mailing Address	

Sign.of Suppliers/Stockists/Cheemists

11.	Whether the chemist holds valid license(s) on the date of application for various categories of allopathic drugs issued by the Drug Control Authority of the State under the provisions of Drugs and Cosmetics Act, 1940 Please give details of licenses. <b>YES/NO</b> , if yes enclose the copy	
12.	Whether the Chemist has been convicted by the State Drugs Controller or any case is pending against the chemist under the Drugs and Cosmetics Act and Rules made thereunder as well as under the Drugs Price Control Order issued from time to time? <b>YES/NO</b>	
13.	Whether GST clearance certificate is available with the Chemist.	
14.	Whether the billing system is computerized? <b>YES/NO</b>	
15.	Agreement to best price norm (refer para 13)	
16.	Names of the Government/ Public Sector/ Corporate clients of the chemist for bulk supply of medicines (Enclose the copy)	
17.	Name and address of Principal Banker. Please also give phone numbers	

Signature of Suppliers/Stockists/Chemists

Sign.of Suppliers/Stockists/Chemists

## Declaration

I have read and understood the Empanelment notice issued by State Bank of India, containing the eligibility criteria and the terms and conditions for Empanelment of chemists and druggists for supply of drugs and medicine. I fully accept the terms and conditions thereof. I also understand that the Bank reserves the right to accept any or reject any or all of the applications, without assigning any reasons.

Name :

Designation :

Signature

Date :

Note :

Applications complete in all respects in the above format may be submitted in closed envelopes superscribed as "Application for Empanelment of Suppliers/Stockists/Chemists for supply of Medicine" accompanied by the copies of documents as indicated at item No. 5 of the Notice. Applications should be addressed to the Assistant General Manager (OAD), State Bank of India, Local Head Office, Amaravati, Gun foundry, Hyderabad - 500001 under whose jurisdiction the shop/establishment of the chemist/supplier/stockiest falls by not later than ..... hrs. on .....

Signature of Suppliers/Stockists/Chemists

Sign.of Suppliers/Stockists/Chemists

## Annexure-II

### FINANCIAL DETAILS AND CRITERIA FOR EMPANELMENT (MUST BE FILLED) ANNUAL TURNOVER OF THE LAST TWO YEARS

Sr. No.	Year	Turnover from supply of medicine	Turnover from all other sources (in lakhs)	Annual turnover during last two years
1	2022-23			
2	2023-24			

1. List your sources of finance

- > Own resources
- > Bank credit
- > Other sources specify if any?

2. Name and Address of Bank from whom reference can be obtained

Name:

Address:

Ph:

Note:

I. Please attach certified copies of latest ITCC, Balance sheet and Profit & Loss account statement to support the information furnished, failing which your firms will be summarily disqualified.

II. In case of joint venture, the information is to be furnished by both the partners.

III. Additional sheets may be used for providing information and the same shall be signed and stamped by the Applicant.

### CRITERIA FOR EMPANELMENT

The eligibility criteria for the Empanelment of the Suppliers/Stockists /Chemists as under:

Average Annual Financial Turnover during the last two years.

Experience of having successfully supplied similar works (Medicine/Drugs) during the last two years should be any of the following:

- I. Three similar supplies costing not less than 40% i.e., Rs.19.20 lac  
OR
- II. Two similar supplies costing not less than 50% i.e., Rs. 24.00 lac  
OR
- iii. One similar supply costing not less than 80% i.e., Rs. 38.40 lac.

## Annexure III

Sign.of Suppliers/Stockists/Chemists

PROFORMA OF CLIENT'S CERTIFICATE REGARDING PERFORMANCE

(can be filed and printed separately)

Name & address of the client:

Details of works executed by Shri/M/s \_\_\_\_\_  
(name of chemist/stockiest/supplier)

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 nonperformance or non-adherence to terms:
5. Name, address, telephone number and e-mail id of the authority under whom supply executed  
Name & Designation:  
Telephone nos. :  
E-mail :

6. Comments on the capabilities of the chemist:

- a. Technical proficiency:
- b. Financial soundness
- c. Adherence to timeliness:
- d. Quality of work:
- e. General behavior:  
The undersigned is competent to issue this certificate.

"Countersigned"

Signature  
Name &  
Designation Office  
seal  
Contact number/s

Signature of Suppliers/Stockists/Chemists

Annexure – IV

Format for works completed and necessary experience in the respective areas and amount of procurement:-

Sign.of Suppliers/Stockists/Chemists

Sr. No	Name, Address of Chemists/ Stockists/ Suppliers	Date of Award of contract/ tender	Stipulated Date of Completion	Present Status	Name of the Organization to which medicine supplied	Annual amount of procurement

Signature of Suppliers/Stockists/Chemists

Annexure -

V

Sign.of Suppliers/Stockists/Chemists

Format for works on hand:-

Sr. No	Name of the Organization to which medicine supplied	Date of order	Estimated date of completion	Present status	Amount of Supply Order in Rs.

Signature of Suppliers/Stockists/Chemists

Sign.of Suppliers/Stockists/Chemists