



**GOVERNMENT OF INDIA  
MINISTRY OF CHEMICAL & FERTILIZERS  
DEPARTMENT OF PHARMACEUTICALS  
NATIONAL PHARMACEUTICAL PRICING AUTHORITY (NPPA)**

Online Notice Inviting Tender (NIT) For Providing  
Data and Information  
on  
Pharmaceutical Products

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1. **ONLINE NOTICE INVITING TENDER (NIT)**

- a. National Pharmaceutical Pricing Authority (NPPA) invites Online bids from agencies/ companies, having capacity and proven track record of providing data and information similar to as detailed under the “Scope of Work”, to submit their Bids against this NIT.
- b. **This NIT is in supersession of the NIT published on 19<sup>th</sup> August, 2020.**
- c. Interested Agencies/ Companies who meet the Eligibility Criteria, may furnish their Bids against this NIT, alongwith all the necessary documents and the covering letter, Tender Acceptance Letter, signed and stamped by an authorized signatory, Online at <https://eprocure.gov.in/eprocure/app> on or before **Friday, 18<sup>th</sup> December, 2020 by 16:00 hrs.** Manual bids shall not be accepted.
- d. The Bids are to be submitted **Online only**. Bids submitted by fax/ e-mail, etc., shall not be considered. No further correspondence on the subject will be entertained.
- e. Document Download:

Tender Document may be downloaded from CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under:

Bid No.16006/2/2020/Div.III/NPPA	24.11.2020
Published Date	
Bid Document Download Start Date	24.11.2020
Online Clarification Start Date	24.11.2020
Online Clarification End Date	30.11.2020
Bid Submission Start Date	27.11.2020
Bid Submission End Date	18.12.2020
Bid Opening Date	21.12.2020

## **2. INTRODUCTION**

- a. National Pharmaceutical Pricing Authority (NPPA), an independent body of experts in the Ministry of Chemicals and Fertilizers was constituted by the Govt. of India vide Resolution published in the Gazette of India No. 159 dated 29.08.97. The functions of NPPA, inter-alia, include fixation and revision of prices of scheduled formulations under the Drugs (Prices Control) Order (DPCO), as well as monitoring and enforcement of prices. NPPA also provides inputs to Government on pharmaceutical policy and issues related to affordability, availability and accessibility of medicines. Information regarding activities undertaken by NPPA is available on the website of NPPA.
- b. Functions of National Pharmaceutical Pricing Authority
  - i. To implement and enforce the provisions of the Drugs (Prices Control) Order in accordance with the powers delegated to it.
  - ii. To deal with all legal matters arising out of the decisions of the Authority.
  - iii. To monitor the availability of drugs, identify shortages, if any, and to take remedial steps.
  - iv. To collect/ maintain data on production, exports and imports, market share of individual companies, profitability of companies etc., for bulk drugs and formulations.
  - v. To undertake and/ or sponsor relevant studies in respect of pricing of drugs/ pharmaceuticals.
  - vi. To recruit/ appoint the officers and other staff members of the Authority, as per rules and procedures laid down by the Government.
  - vii. To render advice to the Central Government on changes/ revisions in the drug policy.
  - viii. To render assistance to the Central Government in the parliamentary matters relating to the drug pricing

## **3. THE PURPOSE**

The purpose of this Notice Inviting Tender (NIT) is to seek the services of a reputed organization to provide data and information on Pharmaceutical Products in the country overall, also segment wise, company wise, Region/ State wise, and the likes. The scope of the work is detailed under the “Scope of Work”.

4. **SCOPE OF WORK**

a. The Agency shall primarily be required to provide data as follows:

Sl. No.	Requirements
1	<b>Base File with Pivot:</b> Pack-wise Monthly Data of Sales Units, Mat Units, Monthly Sales Value, Mat Sales Value Units consisting classification (Sch./ Non-sch./Para 19/New drug), Sub group, Brand Name, SKU, Brand & Sub- Group launch date, Therapy, Company Name, Strength and Marketing Company Name, Pack Size, Doses Form , Drug Type, NLEM 15, NLEM 11, GST Rate, Ceiling Price, S.O. Date & S.O. No., MRP, PTR, PTS, % Market Share etc.
2	<b>MRP PTR, PTS Trend Report:</b> Pack-wise Monthly Data of Pharma Products consisting of SKU Name, Brand & Company Name, Company Address classification (Sch./ Non- sch./Para 19/New drug), Sales Quantity, MRP, PTR & PTS (excluding GST), Ceiling Price, retail price of new drugs, % Market Share, GST Rate and Marketing Company Name etc.
3	<b>Non- scheduled Price Violation Report</b> Pack-wise Monthly Data of Pharma Products regarding price violation in context of para 20; consisting of SKU Name, Brand & Company Name, Company Address, Sales Quantity, MRP and Marketing Company Name etc.
4	<b>Scheduled Price Violation Report:</b> Pack-wise Monthly Data of Pharma Products consisting of SKU Name, Brand & Company Name, Company Address, Sales Quantity, MRP, PTR & PTS (excluding GST), Ceiling Price, retail price of new drugs, % Market Share, GST Rate and Marketing Company Name etc.

b. On specific need basis, data on availability and price may be sought from the agency from time to time.

c. Data on availability (overall/ State-wise/ city-wise) on specific formulation(s) and/ or therapeutic group(s) may be asked for.

**5. PRE-QUALIFICATION CRITERIA**

Sl. No.	Pre-qualification Criteria	Supporting Compliance document
1.	The bidder shall be a firm/ company/ partnership/ proprietorship firm registered in India and must have an office in National Capital Region of Delhi.	Copy of Certificate
2.	The bidder should be in the business of providing similar services for at least 05 (five) years as on 31.03.2020.	Certificate by authorized persons of the Bidder's organization
3.	The bidder should have turnover of Rs.2 (two) crore in each of the last three financial years and should have not incurred loss in any of the last three consecutive Financial Years	Copies of the Balance Sheet and Profit & Loss Accounts
4.	The Agency should be able to provide the services as per the "Scope of Work".	Certificate by authorized persons of the Bidder's organization

**6. BID EVALUATION PROCESS**

a. Each Agency shall submit Bids for the work as under:

- i. Technical Bid
- ii. Financial Bid

b. Technical Bids Evaluation Criteria ( 70% weightage out of total 100 Marks):

Sl. No.	Particulars	Marks
1.	Work as para a of the "Scope of Work"	50
2.	Work as para b of the "Scope of Work"	15
3.	Work as para c of the "Scope of Work"	15
4.	Additional value added data/ information/ reports as proposed by the agency that can be submitted on monthly/ quarterly/ yearly basis	20

c. The Financial Bids will be submitted in the following fixed price Evaluation Criteria (30% weightage out of total 100 Marks):

Item	Price (Rs.)	GST (Rs.)	Total (Rs.)
For the entire 'Scope of Work' as per para 5			

The above should be based on the total financial impact of the annual contract for the work, including taxes.

- d. To become a bid “Technically Qualified”, technical score should be minimum 80 out of total 100.
- e. Technical and Financial score ratio for calculation of the final marks will be 70 and 30 respectively.
- f. Financial cover marks is 100 automatically (for the lowest financial bid) and other bidders’ marks will be calculated on percentile basis.
- g. Financial bids shall be opened and evaluated in respect of the bidders whose technical bid has been found Qualified..
- h. The Evaluation Committee constituted by NPPA shall evaluate the Bids based on the documents submitted by the agencies. The committee may seek additional document(s) as it deems necessary.
- i. The bids shall not be considered if the **Bank Guarantee in original** towards Bid Security is not reached to Director, Monitoring & Enforcement Division, National Pharmaceutical Pricing Authority (NPPA), YMCA Cultural Centre Building, 1, Jaisingh Road, New Delhi – 110 001 well before the Bid Opening date.
- j. The agencies may be asked to make a presentation, if required, to the Committee show-casing their proposals.
- k. The Evaluation Committee reserves the right to recommend or reject any or all proposals.
- l. The recommendations of the Evaluation Committee shall be submitted to the competent authority for decision which shall be final.

**7. PRE-SUBMISSION QUERIES, RESPONSES and ISSUE OF CORRIGENDUM, if any**

- a. Queries on the scope of work or any other item of this NIT, if any, may be raised in the following format:

S. No.	Page No. of NIT	Clause of the NIT	Clarification sought

- b. The query should be specific and to the point, referring to the relevant clause of the NIT.

- c. NPPA makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does NPPA undertake to answer all the queries that have been posed by the agencies.
- d. At any time prior to the last date for receipt of NIT, NPPA may, for any reasons whatsoever, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the NIT document by issue of corrigendum(s)
- e. Any such corrigendum(s) shall be deemed to be incorporated into this NIT.
- f. In order to provide prospective bidders reasonable time for taking the corrigendum(s) into account, NPPA may, at its discretion, extend the last date for the receipt of NIT .

**8. SUBMISSION OF BIDS**

- a. Both Technical Bid and Financial Bid shall be submitted Online only at CPPP website <https://eprocure.gov.in/eprocure/app>
- b. The Bidders are advised to follow “Instructions to Bidders for Online Bid Submission” provided at Annexure I
- c. No overwriting/ changes is allowed in any part of the Bid or any document submitted along with it.

**9. Validity of Offer:**

The offer submitted under the Bid in response to this NIT shall be valid for a period of three (3) months from the last date of submission of the bids against this NIT.

**10. BID PREPARATION COSTS & RELATED ISSUES**

- a. The Applicant is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in preparation of proposal, participation in pre-bid meetings/ discussions, opening of bids, etc., if any. NPPA in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the NIT process.
- b. This NIT does not commit NPPA to award a contract or to engage in further process.
- c. All documents/ materials submitted by the Applicants will become the property of NPPA.



## 11. PAYMENT TERMS

- a. Payment for the work shall be made on quarterly basis, upon submission of the bills for a quarter in the subsequent quarter.
- b. The payment shall be subject to satisfactory performance of the agency.

## 12. Bid Security

Bid Security of Rs.2,00,000 (Rupees Two Lakh only) in the form of Bank Guarantee from any of the commercial bank is to be submitted **alongwith the Technical Bid**. The Bank Guarantee should remain valid for a period of 90 days from the last date of submission of Bids. The **Bank Guarantee in original** should reach Director, Monitoring & Enforcement Division, National Pharmaceutical Pricing Authority (NPPA), YMCA Cultural Centre Building, 1, Jaisingh Road, New Delhi – 110 001 well before the Bid Opening date **otherwise the bid shall not be considered**.

## 13. Performance Security

Successful bidder shall have to submit a Performance Security of 10% of the annual value of the contract so awarded, in the form of Bank Guarantee from any of the commercial bank. The Bank Guarantee should remain valid for a period of 90 days from the last date of validity of the contract.

## 14. GENERAL CONDITIONS

### a. Disqualifications:

NPPA may, at its sole discretion and at any time during the evaluation process, disqualify any agency, if the agency has:

- i. Submitted the proposal/ documents after the due date;
- ii. Made misleading or false representation in the forms, statements and attachments submitted in proof of the eligibility requirements;
- iii. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial irregularities, etc. in any project of any organization of Government of India or State Government in the preceding three year;
- iv. Submitted a proposal that is not accompanied by required documentation or is non-responsive;
- v. Any or all of the papers/ documents submitted is/ are unsigned by authorized signatory or/ and unstamped.
- vi. Failed to provide clarifications related thereto, whenever sought;
- vii. Submitted more than one Proposal;

- viii. Declared ineligible by any organization of the Government of India or State Government for corrupt and fraudulent practices or blacklisted for any reasons;
  - ix. Submitted a conditional proposal.
  - x. Submission of bids by e-mail or any other electronic mode.
- 
- b. NPPA reserves the right to accept or reject any or all the bids without assigning any reason thereof.
  - c. The contract shall be awarded to the successful bidder initially for a period of one year, extendable by further period, subject to satisfactory performance and requirement of NPPA.

### **Instructions for Online Bid Submission**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>

#### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal **which is free of charge**.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register **their valid Digital Signature Certificate (Class III Certificates with signing key usage)** issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

#### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

## **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be

viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

TENDER ACCEPTANCE LETTER  
(To be given on Company Letter Head)

Date:

To,

Director  
Monitoring & Enforcement Division,  
National Pharmaceutical Pricing Authority (NPPA),  
YMCA Cultural Centre Building,  
1, Jaisingh Road, New Delhi – 110 001

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: -

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

\_\_\_\_\_ as per your advertisement, given in the above-mentioned website(s).

2. I / We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms/conditions/clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too has also been taken into consideration while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by our Firm is true & correct and if the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)