

**CSIR-CENTRAL SCIENTIFIC INSTRUMENTS ORGANISATION
SECTOR 30-C CHANDIGARH- 160030**

No.CSIO/Bill(Med.)/2017

May 17, 2017

OFFICE MEMORANDUM

Subject : **Supply of medicines on credit basis at CSIO Dispensary – reg.**

It is notified for information of all staff members and pensioners that the Competent Authority has approved empanelment of the following chemist for supply of medicines at CSIO Dispensary on the prescription of Medical Officer(s) of CSIR-CSIO Clinical Centre on credit basis for a period of three months from the date of award letter i.e. w.e.f. 15.05.2017 to 14.08.2017 on the following terms and conditions :

**M/s. Mystique Pharma
Plot No. 213, Iron Market
Sector 29, Chandigarh**

Terms and Conditions :

1. The Chemists will make the supply of the day to day requirements of medicines at the designated place in CSIO Clinical Centre to the staff, pensioners, family pensioners and their dependant family members immediately against the prescription slip issued by Medical Officers of CSIR-CSIO Clinical Centre through Pharmacist, CSIO Dispensary.
2. The Chemists will issue medicines to staff members/pensioners and their family members and get the signatures of patients (along with ID Nos of the Staff Members/pensioners) on reverse of the prescription slips and invoices/bills.
3. All the prescription slips and invoices along with pre-receipted and stamped consolidated bills in triplicate would be submitted to Medical Officer(s) in CSIR-CSIO Dispensary for certification/verification that the medicines supplied to the patients are as per prescription and invoices are duly recommended by him/her for payment. After

Contd...p/2...

certification/verification by the concerned Medical Officers of CSIR-CSIO, the bills will be processed for payment by the office. The consolidated bills would be prepared by the Chemists separately for regular staff/their family members and pensioner/their family members. The payments would be credited to the Bank Account of Chemist through electronic mode within reasonable period of time from the date of receipt of the certified bills.

4. The period of empanelment will be for three months w.e.f. 15.05.2017.
5. Substitute medicines and short supply of medicines will not be accepted unless permitted by the Medical Officers of CSIR-CSIO Dispensary.
6. Cut strips and loose medicines will be accepted only after showing batch number and expiry date. In case, it is found that any particular medicine has expired, or is substandard or spurious, or not as per prescription slip, the Chemist will be liable to be black-listed/suspended/debarred for a period of 03 (three) years for future participation in CSIR/CSIO tender.
7. The Chemists will record a certificate that the price charged in each bill is not more than the printed price (MRP).
8. The supplied medicines should be of latest batch and their expiry date should not be less than six month from the date of supply.
9. The sub-contract of the empanelment will not be allowed in any case.
10. As per instructions contained in CS(MA) Rules, utmost economy should be exercised while prescribing the medicines. Where cheaper medicines of equal therapeutic value are available, only those medicines should be prescribed.
11. The Chemists will provide the services under the overall control/supervision of Medical Officer, CSIO Dispensary and ensure smooth functioning so as to avoid any inconvenience to patients especially old-aged pensioners.
12. Director CSIR-CSIO or his authorized heads reserves the right to visit/inspect the premises/designated place of supply of

: 3 :

medicines. However, Medical Officer(s) of CSIR-CSIO may adopt their own criteria for checking/verification and for proper control so as to ensure that medicines are actually being supplied as per the prescription of the doctor and utilized/consumed by patients.


(Parag Saxena)
Administrative Officer

Copy to :

1. Finance & Account Section : with the request to pass the bills after deduction of discount @ 19.11%.
2. All Incharge Verticals/Horizontal/Division/Sectional - through Intranet
3. Medical Officer(s) of CSIR-CSIO
4. Pharmacist, CSIO Dispensary
5. Head MIS - with the request to upload on CSIR-CSIO intranet.
6. All Notice Boards
7. PS to Director