



**BUREAU OF PHARMA PUBLIC SECTOR UNDERTAKINGS OF INDIA**  
(Set up under the Department of Pharmaceuticals, Govt of India)  
**IDPL corporate office Complex, Old-Delhi-Gurgaon Road, Dundaheera, Gurgaon 122016**  
Telephone: 0124-4040759; Fax: 0124-230370

**Applications invited for appointment of “Distributors” for various cities in India as per following details:**

**1. In states where BPPI already has sales:**

- (a) **Himachal Pradesh:** Solan/Shimla, Mandi, Kullu/Dharamshala, Una
- (b) **Chandigarh** (Adhoc distributor working)
- (c) **Punjab:** Amritsar, Pathankot, Bhatinda, Hoshiarpur, Ferozpur/Faridkot
- (d) **Jharkhand:** Ranchi, Dhanbad, Dumka, Hazaribagh
- (e) **Odisha:** Cuttack, Bhubaneswar, Behrampur, Balasore/ Baripada, Sambalpur, Nabrangpur/Jeypore
- (f) **UP:** Varanasi, Lucknow, Meerut and other cities
- (g) **Uttarakhand:** Dehradun
- (h) **Haryana:** Panchkula/Faridabad

**2. In States where BPPI plans to launch but no existing sales**

- i. **Mizoram:** Aizwal
- ii. **Maharashtra:** Mumbai, Pune, Solapur, Kolhapur, Nashik, Ahmednagar, Aurangabad, Dhule, Nagpur, Amravati and all other major towns
- iii. **Chhattisgarh:** Raipur, Bilaspur, Mungeli and other major towns
- iv. Bengaluru
- v. Chennai
- vi. Hyderabad
- vii. **Gujarat:** Ahmedabad, Baroda, Rajkot, Surat, Bhuj
- viii. **Nagaland :** Dimapur
- ix. **Guwhati**

**Jan Aushadhi** is flagship program of Department of Pharmaceuticals, Ministry of Chemical and Fertilizers, Govt. of India, to make available quality generic medicines to the people through affordability and availability .Bureau of Pharma Public Sector Undertakings of India (BPPI) is spearheading this campaign. Presently under the scheme medicines are sold through exclusive Jan Aushadhi Stores. Now BPPI inviting applications for the selection of Authorized Distributors who will distribute the Jan Aushadhi medicines to Jan Aushadhi Stores, Authorized retail Stores, Hospitals, Institutional etc.

The Eligible and interested candidates should submit the Application form in prescribed format at (ANNEXURE II).

**Last date of submission of application is up to 5.00 PM on June 2, 2015.**

Complete applications in all respect are to be submitted to BPPI at following address.

BUREAU OF PHARMA PUBLIC SECTOR UNDERTAKINGS OF INDIA  
IDPL corporate office Complex, Old-Delhi-Gurgaon Road,  
Dundahera, Gurgaon 122016 (Haryana)

Contact persons for Clarification (if any):

- 1) Mr. Kuldeep Chopra (Director-Operations)  
Ph:0124-4040759; email: [opr.janaushadhi@gov.in](mailto:opr.janaushadhi@gov.in)
- 2) Mr. Gaurav kumar Agarwal (Manager-Logistics & Supply chain)  
Ph: 0124-4556755; email: [mlgt.janaushadhi@gov.in](mailto:mlgt.janaushadhi@gov.in)

Application received after due date and time will not be accepted.

S.No	ELIGIBILITY CRITERIA	SUPPORTING DOCUMENTS TO BE SUBMITTED ALONG WITH APPLICATION
1	Valid wholesale Drug License (20B and 21B) as per Drugs and Cosmetic Act.	Self-attested Photocopy of Valid wholesale Drug License (20B and 21B) as per Drugs and Cosmetic Act.
2	Valid VAT Registration	Self-attested Photocopy of Valid VAT Registration

5	Applicant should have been operating as distributor for not less than Five years for reputed pharmaceutical companies. Should be dealing with minimum 2 Pharmaceutical companies from 200 top pharmaceutical companies as per IMS/AIOCD-AWACS data (as on 28.02.15)	List of the Pharmaceutical companies for whom application is operating as distributor with documentary proof
6	The average annual sale turnover of pharmaceutical items handled by the applicant in the preceding three financial years should not be less than Rs.5 Crores. (For cities having population of 50 lakhs or more) and Rs. 1 Crore (For cities having less than population of 50 lakhs)	Annual sales turnover handled by the applicant for last three financial year's i.e.2012-13, 2013-14 and 2014-15 duly certified by Chartered Accountant in the format given in Annexure- I  Copies of Annual Reports including the Balance Sheet and Profit & Loss account for the last three years i.e. 2011-12, 2012-13 and 2013-14 duly certify by Chartered Accountant.
7	Distribution network with at least 5 Sales Persons.	Yes / No
8	Applicant should have following good infrastructure facility:	
	i. Computer system	Yes / No
	ii. Printer	Yes / No
	iii. Scanner	Yes / No
	iv. Fax	Yes / No
	v. Internet (minimum 1 mbps speed)	Yes / No
	vi. Telephone	Yes / No
	vii. Storage Racks for storing of medicines in the controlled temperature.	Yes / No
	viii. Storage facility as per Drugs and Cosmetic Act	Yes / No
9	Consent for co branding with JAS by JAS printing JAS MISSION statement on sales Invoice.	The design/ logo will be approved by BPPI
10	Financial standing with reference from bank.	Certificate from Bank
11	Should have efficient delivery system with 12 working hrs refill Capacity for local retailers	Applicant will provide supporting documents which will be verified at the time of field visit.

12	The applicant should be an income tax assesses for last 3 years.	Copy of Income Tax Returns filed for the last 3 Years
13	The applicant should not have been convicted by any court of law or any statutory authorities under Drugs & Cosmetic Act related offences of Pharma Companies.	The Non- Conviction Certificate from the applicant has to be submitted in support of declaration stating that the applicant is not convicted by any court of law or any statutory authority under Drugs & Cosmetic Act related offences of Pharma Companies duly countersigned by the Public Notary

### 3. EVALUATION OF APPLICATIONS

#### Step -I

1. All applications will be scrutinized to check eligibility conditions. Applications which fulfil eligibility conditions will be short listed and
  - A) BPPI will constitute a Technical committee to evaluate all eligible applications
  - B) Team of BPPI officials will visit shortlisted applicants

#### Step -II

1. Premises of shortlisted applicants will be visited by team of officials of BPPI and technical eligibilities will be evaluated on following parameters:
  - a. Veracity of information submitted in the documents to BPPI.
  - b. Required infrastructural facilities like computer, Internet (minimum 1 mbps speed), fax, printers, scanner, telephone, storage facility for storing medicines in controlled temperature.
  - c. Number of manpower deployed for existing infrastructure
  - d. Existing procedure being followed for receipt of order sand execution.
  - e. Current sale volume transaction handled by the applicants.
  - f. Problem solving capacity
    - I Refill
    - II Complaint handling
    - III Handling of Expiry and Breakage
  - g. Availability/tie up with the Transporter/courier services
2. Application form seeking information from distributor
3. undertaking for sale through computerize billing using scanning through Bar code.
4. BPPI reserves the right to accept or reject application without assigning any reason.

### **Step –III**

Based on evaluation reports of BPPI team's field visit, applicant will be selected for each location and informed in writing about his selection. The selected applicant shall execute an agreement on a non- judicial stamp paper of value of Rs.100/- (stamp duty to be paid by the applicant) within 7 days from the date of the intimation from BPPI informing that his application has been accepted. The Specimen form of agreement is available in **Annexure- III**

**ANNEXURE - I****Annual Sales Volume Handled**

The annual sales volume handled by M/s. \_\_\_\_\_ For the past three financial years are given below and certified that the statement is true and correct.

S. No.	Name of Company	Sales Volume Handled in 2012-13 (Rs. In Lacs)	Sales Volume Handled in 2013-14 (Rs. In Lacs)	Sales Volume Handled in 2014-15 (Rs. In Lacs)
<b>Total</b>				

Average sales volume per annum in last 3 years-      Rs.      Lacs

**Note: Above sales figures may be verified by BPPI through original sales tax return statements during physical inspection.**

Date :

Stamp

Name & Signature of Auditor/C.A.

(On Firm/Company Letter Head)

Annexure – II

To,  
The CEO,  
Bureau of Pharma PSU's of India  
IDPL Complex, Dundahera,  
Gurgaon-122001

Subject: APPLICATION FOR DISTRIBUTOR OF BPPI FOR-----

Ref: Your EOI no BPPI/DIST-024/2015

Dear Sir,

This is with reference to your EOI no BPPI/DIST-024/2015. I hereby declare that I fulfill all eligibility criteria and interested to become distributor for BPPI as per the scheme and terms & conditions of BPPI. In this purpose I hereby submit my application in prescribed format.

S. No.	Particulars	Details
1	Name of the firm	
2	Nature of the firm (to specify whether Partnership firm/ Proprietorship / Company )	
3	Address of firm	
4	Activities of firm (should have minimum three years operation activities)	
5	Date of Registration (copy of registration to be enclosed)	

6	Contact Person name, address with phone no and email ID	
7	Name of Location for which applied	
8	Address/location of distributor warehouse	
9	Financial capacity supported by last 3 years audited accounts	
10	Details of drug license/TIN no. etc. in the name of the applicant	
	Declaration: I have gone through the terms and conditions as mentioned in the EOI/guidelines of distributorship of Jan Aushadhi and agree to abide by the same unconditionally.	
	I/We hereby declare that all the information as mentioned above is true to best of my knowledge.	
Place:		Signature of the Competent Person
Date:		(Name & Designation)



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(Haryana)

**Documents to be enclosed along with the application**

<b>FOR DISTRIBUTOR</b>		
<b>S. No.</b>	<b>Particulars</b>	<b>Attached Yes/No</b>
1	Application form	
2	Copy of Drug License	
3	Copy of VAT Registration	
4	Proof of working for other companies	
5	Copy of Annual sales volume handled during Last 3 Years	
6	Copy of last three years audited accounts	
7	Copies of Income Tax returns filed for the last 3 years	
8	Copy of Declaration of Applicant	

(Signature with Name and designation of the applicant)

Place:

Date:

**Annexure-III**

**AGREEMENT FOR DISTRIBUTOR**

**THIS AGREEMENT IS MADE BETWEEN**

1. M/s Bureau of Pharma Public Sector Undertakings of India (BPPI), set up under Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers, Government of India as a Society registered under the societies registration act XXI of 1860, having its Registered Office at Core No. 06, 1<sup>st</sup> Floor, SCOPE Complex, Lodhi Road, New Delhi - 110003, (hereinafter referred to as “PRINCIPALS” which express unless otherwise so express shall mean and include its success, executors, administrators and assigns of THE FIRST PARTY): and M/s ....., as the “Distributor” which expression unless otherwise so expressed shall mean and include its heirs, executors, administrators and assigns of SECOND PARTY.
2. WHEREAS party of the first part, BPPI, is engaged in marketing of pharmaceutical items (hereinafter called as the GOODS) and is desirous of appointing the distributor at .....in the State of \_\_\_\_\_for proper procurement of Orders from retailers, Jan Aushadhi stores, hospitals and Institutions and supply/sell the products of the Party of the First Part, BPPI to them.  
AND whereas party of the second part is desirous of being appointed as the “DISTRIBUTOR” of the party of the first part for supply/sale of all its products, present and future, at \_\_\_\_\_ in the State of \_\_\_\_\_.  
AND WHEREAS, in the mutual interest, the party of the first part has agreed to appoint the party of the second part as its “Distributor” on the mutually agreed terms and conditions set forth hereunder:

**NOW THIS AGREEMENT WITNEDISTRIBUTOR AS UNDER**

- i) That the party of the first part, BPPI hereby appoints M/s ..... party of the second part hereof, as the “DISTRIBUTOR” for Sale/Supply of products at \_\_\_\_\_ in the State of \_\_\_\_\_.
- ii) That this agreement is effective from the date of signing of this agreement and shall be valid up to 1 (one) year from date of signing.
- iii) This agreement can be terminated by giving 30 days notice from either side.
- iv) The DISTRIBUTOR shall procure Orders from retailers, Jan Aushadhi stores, hospitals and Institutions in assigned area on a regular basis and shall execute orders received from expeditiously.
- v) The DISTRIBUTOR shall be required to keep adequate average stock of 30 days on monthly sales to meet demand from the market.

- vi) The DISTRIBUTOR Agent will send a cheque in favour of Bureau of Pharma Public Sector Undertakings of India (BPPI), payable at par all over India along with the Order to BPPI.
- vii) BPPI will give credit period of 60 days from date of dispatch of goods and deposit the Cheque on the 60<sup>th</sup> day from the date of despatch of the goods.
- viii) That the first party will despatch the goods to the DISTRIBUTOR by trucks, Rail or such other mode of transport as may be deemed fit, up to Warehouse of distributor.
- ix) That the DISTRIBUTOR will store goods and keep the same in proper storage conditions which are required under the provisions of Drugs & Cosmetics Act, 1940 and rules framed there under, having due regard to the specific nature of the products, before their onward supply.
- x) Month wise stock and sales statement shall be submitted to the principals by the DISTRIBUTOR by the 5<sup>th</sup> day of the succeeding month.
- xi) Commercial Terms and Conditions
  - a) Distributor Margin will be 10% of Price to Distributor (PTD).
  - b) 1% cash discount in case of advance payment by DD / NEFT / Cash.
  - c) Distributor will be given extra 2% in lieu of expiry/breakage. No expiry breakage will be taken back by BPPI from distributor or any retailer to whom products have been supplied by the distributor. Total 10%+2%=12%)
  - d) Goods once sold by BPPI will not be taken back. Exception to this rule will be that Distributor can return stock when the product supplied first time is not sold by him within three months of receipt.
  - e) However, if a product of short expiry (less than 6 months of shelf life at the time of invoicing) is supplied by BPPI, same will be billed with the consent of the distributor in writing (mail).
- xii) The DISTRIBUTOR agrees to furnish necessary Sales Tax forms as required under the Central Sales Tax and the State Sales Tax Laws of the State of the principals at the earliest.
- xiii) The DISTRIBUTOR shall have use computer for billing & stock maintain.
- xiv) BPPI will fix area/cities of operation of DISTRIBUTOR in writing. Areas may be added deleted based on performance of DISTRIBUTOR in these particular areas.
- xv) Complaint, if any, received against the quality of products supplied by the Principals, shall be promptly reported to the Principals at Head Office, Gurgaon with relevant details for appropriate action within 5 days of receipt of such stocks.
- xvi) The DISTRIBUTOR shall be responsible to cooperate with the Auditors, inspectors or such other staff as may be sent by BPPI competent authorities to check and verify the records and the DISTRIBUTOR shall extend all necessary facilities and arrangements for the same. However, the expenses of such audit etc. shall be borne by BPPI.
- xvii) That the BPPI reserves its right to appoint any number of DISTRIBUTORS in area assigned to DISTRIBUTOR.
- xviii) In the event of any dispute or difference between the parties arising out of or in connection with or in relation to this agreement, the same shall be referred to the

sole arbitrator of President BPPI or his nominee and his decision shall be final and binding on both the parties. The provisions of Arbitration and conciliation Act, 1996 shall apply.

- xix) In case of any dispute, relating to this agreement, only the court situated at Delhi shall have the jurisdiction.
- xx) That the provisions of the Indian contract Act 1972, shall apply in so far the same are not inconsistent with this agreement.
- xxi) IN WITNEDISTRIBUTOR WHERE OF the parties have signed this Agreement this .....day of .....2015.

FIRST PARTY

SECOND PARTY

PRINCIPAL (BPPI)

DISTRIBUTOR

AUTHORISED SIGNATORY

AUTHORISED SIGNATORY