

**Request for Expression of Interest
for providing Pulverization of Paediatric TB medicines
services from Chemist / Pharmacy Stores, under NGO-PP
schemes, NTEP, Govt of Maharashtra**

EOI Ref. No.: MDTCS/0188/TB dated: 08/05/2025

Mumbai District TB Control Society
NGO-PP Schemes, Govt. of Maharashtra
Mumbai

**Letter of Request for Expression of Interest
for providing Pulverization of Paediatric TB medicines services from Chemist
/ Pharmacy Stores, under NGO-PP schemes, NTEP, Govt. of Maharashtra**

No. MDTCS/0188/TB dated: 08/05/2025

Mumbai District TB Control Society (MDTCS), from now on referred to as 'the Authority', under National TB Elimination Program (NTEP) is implementing TB control programme in Mumbai. Under this program, the Authority invites Expression of Interest from interested Chemist / Pharmacy Stores to Pulverize paediatric TB Medicines, under NGO-PP schemes, NTEP.

Details of Invitation for Expressions of Interest for selection of Chemist / Pharmacy Stores to Pulverize paediatric TB Medicines, under NGO-PP schemes, NTEP is available on the <https://portal.mcgm.gov.in/> from 14/05/2025 onwards and attached here. The applicants download the EOI copy for their reference apply in the same.

A two-step process shall be adopted to select a Chemist / Pharmacy Stores to Pulverize paediatric TB Medicines, under NGO-PP schemes, NTEP. In the first stage, the interested service provider shall apply for providing these services (to Pulverize Pediatric TB Medicines). In the second stage, document verification of the chemist / pharmacy store. After shortlisting they might be invited for participating in a discussion cum selection meeting on the basis of which the scheme will be awarded to the qualifying service provider. Details of application and shortlisting process are mentioned on Page no. 5 onwards of this document.

Interested service providers may submit their EOIs and other documents by email on dtomhbmc@rntcp.org on or before 27/05/2025 -15.00 pm.

The Authority reserves the right to make any further additions/ deletions/modifications to the EOI, including extension of time for uploading of EOIs. Any such changes shall be notified through the above referred BMC portal only, by way of Corrigendum / Addendum.

**Sd/-
Member Secretary,
M.D.T.C.S**

**INVITATION FOR EXPRESSIONS OF INTEREST FOR PROVIDING
PULVERIZATION OF PAEDIATRIC TB MEDICINES SERVICES FROM CHEMIST /
PHARMACY STORES, UNDER NGO-PP SCHEMES, NTEP**

(Tentative Schedule)

EOI INVITATION REFERENCE	EOI Ref. No.: MDTCS/0188/TB Date - 08/05/2025
DATE OF COMMENCEMENT OF DOWNLOAD OF EOI INVITATION FROM THE WEBSITE https://portal.mcgm.gov.in/	14/05/2025
LAST DATE AND TIME FOR SENDING COMPLETE EOI APPLICATION TO CTO MUMBAI EMAIL	27/05/2025 -15.00 pm
DATE & TIME OF OPENING OF EOI FROM	28/05/2025 -11.00 am
DATE & TIME OF INFORMING SHORTLISTED SERVICE PROVIDERS	Will be notified by email
DATE & TIME OF DISCUSSION CUM SELECTION MEETING AND ADDRESS FOR COMMUNICATION	Will be notified by email
PLACE OF OPENING OF EOI, AND ADDRESS FOR COMMUNICATION	Mumbai District TB Control Society Office of Asst. Health Officer (T.B.), 1st Floor, Bawlawadi Municipal Office Bldg., Dr. B.A. Road Opp. Voltas House, Chinchpokali, Mumbai- 400 012 Phone No: 022-23726229

Note - Any changes in the dates will informed by email.

Sd/-
Member Secretary,
M.D.T.C.S

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Instructions to Applicants

1. Introduction:

- 1.1 The Mumbai District TB Control Society (MDTCS) (hereinafter referred to as the "Authority") intends to engage Chemist / Pharmacy Stores to Pulverize Pediatric TB Medicines, under NGO-PP schemes, NTEP as per the Guidance document on Partnerships, NTEP, 2019 (partnership option V- Treatment services: sub-option no. 2 & 3).
- 1.2 Detailed description of the services are provided in the Section: Terms of Reference.
- 1.3 The Authority shall receive applications of Expressions of interest from Service Providers who apply via email on dtomhbmc@rntcp.org.
- 1.4 All EOI's shall be prepared and submitted by Service Providers in accordance with the instructions given in this Section on or before the date and time specified herein.
- 1.5 The Authority shall shortlist eligible and qualified Service Providers for awarding the Scheme through an open competitive process.

2. Brief Description of Selection Process:

- 2.1 The Authority has adopted the following process for selection and award of Scheme(s) to Chemists / Pharmacy stores:
- 2.2 First, the interested Applicants shall submit their Applications against this Request for Expression of Interest in accordance with the instructions given in this EOI Document. The Authority shall evaluate Applications received up to due date and time and shortlist all eligible and qualified Chemists / Pharmacy stores.
- 2.3 Subsequently, the Authority shall verify the submitted by Chemists / Pharmacy stores and those Chemists / Pharmacy stores found to be eligible and qualified during first stage, shall be invited to participate in a discussion cum selection meeting, on the basis of which, the scheme will be awarded to the qualifying Chemists / Pharmacy stores.

3. Eligibility & Qualification of Applicants:

- 3.1 The eligibility and qualification of the Applicants will be assessed on the basis of eligibility criteria enumerated on Page no. 9 & 10.

4. Right to accept or reject any or all Applications:

- 4.1 Notwithstanding anything contained in this EOI Document, the Authority reserves the right to accept or reject any Application and to annul the selection process and reject all Applications, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof. In the event that the Authority rejects or annuls all the Applications, it may, in its discretion, invite fresh Applications.
- 4.2 The Authority reserves the right to verify all statements, information and documents submitted by the Applicant in response to the EOI.

5. Amendment of EOI:

- 5.1 At any time prior to the deadline for submission of Application, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the EOI by the issuance of Addendum. It is further clarified that the configuration and the responsibilities, terms and condition of the scheme may be changed by the Authority and it shall be binding on the Applicants.
- 5.2 Any Addendum / clarifications thus issued will be made available and can be downloaded from the website of the Authority.
- 5.3 In order to provide the Applicants a reasonable time for taking an Addendum into account, or for any other reason, the Authority may, in its sole discretion, extend the Application Due Date.

6. Submission of Application:

- 6.1 The Applicant shall provide all the information sought under this EOI. The Authority will evaluate only those Applications that are received in the required formats and complete in all respects. Incomplete and /or conditional Applications shall be liable to rejection.
- 6.2 The Application shall consist of the following documents:
 - (i) Annexure 1- Letter of Application in the prescribed format;

- (ii) Annexure 2- Profile giving information about the Applicant Chemists / Pharmacy stores;
- (iii) Annexure 3- Notarized affidavit,
- (iv) Annexure 5- Scheme concept note
- (v) Annexure 6- Self assessed documents checklist
- (vi) Copy of the following:
 - a) Memorandum and Articles of Association, if the Applicant is a body corporate,
 - b) Memorandum of Association and Rules and Regulations, if the Applicant is a Society
 - c) Trust Deed if the Applicant is registered as a trust
 - d) FDA Registration no.
 - e) Registration no. of trust or registration with charity commissioner if Applicant is trust/charity hospital
- 6.3 The Application should be sent via email on dtomhbmc@rntcp.org latest on from 27/05/2025 at 15.00 hrs.
- 6.4 The Authority, at its sole discretion, may extend the due date & time for submission of Application.
- 6.5 Late Applications received after the date and time mentioned in this document shall not be accepted.
- 6.6 No modifications / substitutions / withdrawal shall be accepted after the due date.
- 6.7 Chemists / Pharmacy Stores shall quote a firm & unconditional offer. Conditional offers shall not be considered and shall be treated as non-responsive. Bonus/complimentary / discount offer given with condition will also be rejected. Bonus/complimentary / discount offer given without any condition will not be considered for evaluation of comparative assessment.

7. Opening and Evaluation of Applications:

- 7.1 The Authority or its authorized personnel shall download all the EoI Applications received up to due date and time for submission of Applications
- 7.2 The Authority or its authorized personnel will subsequently examine and evaluate Applications in accordance with the provisions set out in the **Eligibility Criteria**

- 7.3 The Authority reserves the right not to proceed with the selection process at any time without notice or liability and to reject any or all Application(s) without assigning any reasons.

8. Shortlisting of Applications and Notification:

- 8.1 After the evaluation of Applications, the Authority would announce a list of shortlisted Applicants who will be eligible for participation in the negotiation cum selection meeting to all the shortlisted applicants via email. At the same time, the Authority would notify the other Applicants that they have not been shortlisted. The Authority will not entertain any query or clarification from Applicants who fail to qualify.

Terms of reference for Pulverization of Paediatric TB Medicines scheme

Scope of Work

A. Pulverization of Paediatric TB Medicines

- **Introduction -**

The Central Tuberculosis Division of India is committed to ensuring effective treatment for pediatric tuberculosis (TB) patients. Recognizing the challenges young children face in consuming solid medications, there is a need to pulverize pediatric TB medicines to facilitate easier administration. In line with the Programmatic Management of Drug-Resistant Tuberculosis (PMDT) guidelines, we invite Expressions of Interest (EOI) from qualified pharmacies to undertake this critical task.

- **Objectives –**

- 1. Enhance Treatment Compliance:** By converting solid TB medications into more palatable forms, we aim to improve adherence among pediatric patients.
- 2. Ensure Dosage Accuracy:** Maintain precise dosing during the pulverization process to ensure therapeutic efficacy.
- 3. Maintain Drug Integrity:** Ensure that the pulverization process does not compromise the stability and effectiveness of the medications.
- 4. Standardize Preparation Methods:** Implement uniform procedures across participating pharmacies to guarantee consistent quality in pulverized medications.

- **Eligibility Criteria for Pharmacy Participation -**

Pharmacies interested in participating must meet the following criteria:

- 1. Registration and Licensing:** Hold a valid license and be registered with the respective State Pharmacy Council, as mandated by the Pharmacy Act, 1948.
- 2. Qualified Personnel:** Employ registered pharmacists with a Diploma in Pharmacy (D.Pharm), Bachelor of Pharmacy (B.Pharm), or Doctor of Pharmacy (Pharm.D) from an institution approved by the Pharmacy Council of India.
- 3. Experience:** Demonstrated experience in compounding and dispensing pediatric medications, with a preference for those familiar with TB treatments.

4. **Infrastructure:** Possess appropriate facilities and equipment to carry out the pulverization process in a hygienic and controlled environment.
5. **Compliance with Guidelines:** Ability to adhere to the PMDT guidelines and any other directives issued by the Central TB Division regarding medication handling and preparation. Should comply with the FDA guidelines / WHO- GMP guidelines.

- **Eligibility criteria for the Service Provider**

1. Service provider should be a registered entity (as defined in glossary)- essentially a Health facility
 - 1.1 If service provider is a chemist / pharmacy store, then registration under FDA is required
 - 1.2 Other relevant registrations if any
2. Should be a well-known / reputed chemist / pharmacy store with a pharmacist available round the clock.
3. Should have a dedicated pharmacist for pulverization of paediatric TB medicines.
4. Should comply with the FDA guidelines.

- **Roles of Chemist/Pharmacy Stores -**

Participating chemists and pharmacy stores will be responsible for:

1. **Medication Pulverization:** Accurately pulverizing prescribed pediatric TB medications into forms suitable for administration, ensuring no contamination or loss of potency.
2. **Dosage Preparation:** Ensuring that the pulverized medication is divided into precise doses as per the prescription, maintaining consistency and accuracy.
3. **Packaging and Labeling:** Properly packaging the prepared doses in appropriate containers, clearly labeling them with necessary information such as patient details, dosage instructions, and expiration dates.
4. **Record Keeping:** Maintaining detailed records of all medications pulverized, including patient information, batch numbers, and dates of preparation, to ensure traceability and accountability.

5. **Counseling and Education:** Providing guidance to caregivers on the correct administration of the pulverized medications, potential side effects, and the importance of adherence to the treatment regimen.
6. **Quality Assurance:** Implementing quality control measures to ensure the safety and efficacy of the pulverized medications, including regular equipment maintenance and adherence to standard operating procedures.

By collaborating with qualified pharmacies, the Central TB Division aims to enhance the treatment outcomes for pediatric TB patients through improved medication administration practices.

- **Role of NTEP**

1. Coordinate the supply and availability of DR-TB drugs to the Service Provider.
2. Manage the linkage with NTEP field staff to manage patients at the community level.
3. Ensure timely payments to Service Provider

4. Verification mechanism

1. The first level of verification will be completed by reviewing and cross-checking with relevant records and reports. Payments will be as per this verification..
2. The second level - physical verification may be undertaken by the District assigned personal/agency and could include:
 - 2.1 Interview with 5% of TB patients who received pulverization of drugs
3. If any discordance is found during the verification mechanism, penalty may be applied as per the decision of CTO Committee and may be adjusted in payments of subsequent months.

- **Reporting System/ Payment**

1. **Pulverization of pediatric TB medicines** - Payment will be based on the number of packet pulverized **per patient per day.** (This should include all charges).
 - a. The accounts dept. will verify the bills submitted and will make payment after higher authorities sanction.

- b. The payment will be made within 30 days from the date of submission of bills to the MDTCS & subject to funds released from the State TB Office.
2. All payments shall be as per the terms and conditions enumerated above only (reimbursed as per number of patients attended to per month for both outdoor & indoor scheme-as per decided maximum no. of visits/days of admission per patient per year). Payments shall be made monthly, based on the terms and conditions of contract and deliverables achieved by the service provider.
3. The service provider shall raise monthly invoices to the district. After verification of the supporting records and invoices at the district level, they shall be submitted to MDTCS, CTO Office.
4. After verification at CTO office, payment will be made to the service provider via PFMS (Public Financial Management System).

- **Area of Operation**

Based on capacity of the chemists / pharmacy stores and as per programmatic requirement for pulverization of paediatric medicine services as per the communication from City TB Office Mumbai. Districts will be attached to the service provider as per the need of NTEP & willingness of the provider. All patients should be resident of Mumbai, within the jurisdiction of Brihanmumbai Municipal Corporation.

- **Contract Period**

The Memorandum of Understanding (MoU) will be drafted for a period of 3 years which will be renewable every year after assessment of performance of the Service Provider. Further increase in rates as per PIP provision and necessary approval from State TB office / higher authorities.

**Sd/-
Member Secretary
MDTCS**

ANNEXURE – 1

No. MDTCS/0188/TB dated: 08/05/2025

Applicant's Expression of Interest

(Should be on the letter head of the chemist / pharmacy store)

To,
Mumbai District TB Control Society
Office of Asst..Health Officer (T.B.),
1st Floor, Bawlawadi Municipal Office Bldg.,
Dr. B.A. Road
Opp. Voltas House, Chinchpokli,
Mumbai- 400 012

Subject: Application of EOI for providing services of Pulverization pediatric TB Medicines, under NGO-PP schemes, NTEP.

**Reference: Your invitation seeking EOI Ref No. MDTCS/0188/TB
Date - 08/05/2025.**

1. With reference to the above subject and reference, I / We having read the EOI Document and understood its contents, hereby submit my/our Application for Selection for the aforesaid scheme.
2. I/We express interest for implementing this scheme to provide services of pulverization of paediatric TB medicines.
3. I/ We certify that all information provided in the Application and in Annexures 1 & 3 is true and correct.
4. I/ We shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the Qualification statement.
5. I/ We acknowledge the right of the Authority to reject our Application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.

6. I/ We certify that in the last three years, I/we have not been blacklisted on any contract, by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant or any member or Associate, as the case may be.
7. I/ We declare that we/ any Member, or our/ its Associates are not a Member of a/ any other facility applying for shortlisting and have no conflicts of interest with any other applicants.
8. I/ We agree and undertake to abide by all the terms and conditions of the EOI Document

**Signature Name, title and seal of
authorized official of Applicant**

ANNEXURE - 2
FORMAT OF APPLICANT'S CONTACT & OTHER DETAILS

Ref No. MDTCS/0188/TB dated: 08/05/2025

1. Name of the Chemist / Pharmacy Store:
2. Private/Trust/Corporate/NGO:
3. Registration details:
 - a. FDA registration no. -
 - b. If trust/NGO- Registration no. of trust or registration with charity commissioner-
 - c. Other give details-
4. Postal Address with Pin code

Telephone:

Fax:

Email:

5. Contact Person: (including telephone and email id)
6. Has your organization ever been blacklisted by any organization/Government:
7. Short/brief introduction about the facility (max. 300 words):

8. Documents attached with the application (please mention Yes or No before each document):

Sr. No.	Name of the document	Submitted (Yes/No)
1	Completed Application	
2	Registration certificate/papers	
3	Notarized affidavit	
4	Scheme concept note	
5	Completed Documents Checklist	

9. Date of Application:

**Signature Name, title and seal of
authorized official of Applicant**

ANNEXURE – 3

Ref No. MDTCS/0188/TB dated: 08/05/2025

(Notarized Affidavit)

(On Rs. 200/- stamp paper)

Affidavit

1. I/We hereby confirm that we are interested in undertaking the scheme for providing services to pulverize pediatric TB Medicines under NTEP program for Government of Maharashtra, which has been called by Mumbai District TB Control Society, and have uploaded our EOI along with the relevant essential documents.
2. Further, I/We confirm that
 - i. All the statements, documents, testimonials, certificates, etc. uploaded are genuine and the contents thereof are true.
 - ii. Any of our personnel, representatives, sub-consultants, sub-contractors, service providers, suppliers, partner and / or the employee will not directly or indirectly, engage in any activity that may intervene, interfere and/ or influence the procurement process at any stage.
 - iii. Indemnify and compensate the MDTCS/Government of Maharashtra from any penalties and costs that may be incurred due to lapse/ s on our part including incorrect/misrepresented/forged document or statements.
 - iv. If our institute is found contravening this undertaking even after award of contract in our favour we accept disciplinary action by MDTCS/Government of Maharashtra including rejection of our EOI, annulment of contract and blacklisting.

Date: / /

Authorised person's signature

Name & Designation with seal

Sworn before me