



NATIONAL INSTITUTE OF UNANI MEDICINE

Kottigepalya, Magadi Main Road, Bangalore – 560 091.

(An autonomous body under Ministry of AYUSH, Govt. of India)

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F.No.3-19/2014-15/NIUM/Admn/Vol III/2029

Date: 22/02/2018.

(Name Boards & Seals/ ID Cards)

To,

Subject: Invitation of quotation for supply of Display/Name Boards for Pharmacy Dept – reg.

Sir,

NIUM is an Autonomous body under Ministry of AYUSH, GOI, would like to make Display/ Name Boards for Pharmacy, containing matter in English, as per list enclosed.

In this connection quotations may be submitted in a sealed cover by quoting the competitive rates, time required for supplying the items with the terms & conditions.

Before going for final making, proof reading certificate may be obtained from the Institute.

The envelope containing quotation should be super scribed as “**Quotation for supply of Display/Name Boards for Pharmacy Department**”.

Payment will be made after receiving the boards in good condition.

Firms may quote taxes applicable if any separately failure to which it is presumed the rates quoted are inclusive of taxes, requested to enclose GST Certificate for necessary action.

The last date for submission of quotation is **05/03/2018**.

Yours faithfully,

Sd/-

(Suresha)

Accounts Officer

Encl. List.

Distribution :

- 1.Dr.Mohd Nafis Khan, Chief Pharmacist, NIUM, Bangalore, for information.
- 3.Website in-charge for information and to upload quotation in NIUM- website.
- 4.Concern file.

Pharmacy Board Requirement List (Acrylic Material).

Sl. No	Particulars.	Size of Display Board.	Quantity Required in No's	Amount (₹)	GST Amount (₹)	Grand Total (₹)
01	UNANI PHARMACY NIUM	4 ft. X 2.5 ft.	02 Nos.			
02	Powder Section	30cm. X 23cm.	01 No.			
03	Drying Section	30cm. X 23cm.	01 No.			
04	Chief Pharmacist	30cm. X 23cm.	01 No.			
05	Sharbat Section	30cm. X 23cm.	01 No.			
06	Mixing Section	30cm. X 23cm.	01 No.			
07	Finished Goods Store 1	30cm. X 23cm.	01 No.			
08	Finished Goods Store 2	30cm. X 23cm.	01 No.			
09	Washing Room	30cm. X 23cm.	01 No.			
10	Packing Section	30cm. X 23cm.	01 No.			
11	Pills Section	30cm. X 23cm.	01 No.			
12	Tablet Section	30cm. X 23cm.	01 No.			
13	Oil Section	30cm. X 23cm.	01 No.			
14	Capsule Section	30cm. X 23cm.	01 No.			
15	Arq Section	30cm. X 23cm.	01 No.			
16	Kharal Section	30cm. X 23cm.	01 No.			
17	Crude Drugs Store 1	30cm. X 23cm.	01 No.			
18	Crude Drugs Store 2	30cm. X 23cm.	01 No.			
19	Preparation Section	30cm. X 23cm.	01 No.			
20	Waste Store Room	30cm. X 23cm.	01 No.			
21	Pharmacy Office	30cm. X 23cm.	01 No.			
22	General Store Room	30cm. X 23cm.	01 No.			
23	Changing Room	30cm. X 23cm.	01 No.			
24	C.C.TV. Surveillance	30cm. X 23cm.	01 No.			
25	Fire Extinguisher	20cm. X 15cm.	01 No.			
26	Leave Your Footwear Here	30cm. X 23cm.	06 Nos.			
27	Do Not Spit Here	30cm. X 23cm.	04 Nos.			
28	No Smoking	30cm. X 23cm.	02 Nos.			
29	No Admission Without Permission	30cm. X 23cm.	05 Nos.			
30	SOP Pharmacy (for details refer back side)	Size 4ft.X 2ft,	02 Nos.			

Cont.P.No.02.
(P.T.O)

30. **SOP FOR PHARMACY (Size 4ft.X 2ft, 02 Boards)**

- Enter the pharmacy after removing their foot wears and wear pharmacy foot wear inside.
- Remove their cloths and wear pharmacy dress in dressing room.
- Wear the head cap and face mask.
- Wear hand gloves while doing the process of formulation or touching the drugs.
- Maintain punctuality and sign the in/ out log register.
- Handle machineries safely and switch off after completion of work.
- Wash hands every time after finishing each work.
- Keeps dresses clean by washing it regularly.
- Don't allow outsiders without mask and head caps.
- Keep formulation units closed after completion of its work.
- Clean each crude drug before making the compound drug from it.
- Sieve the powder of different drugs in appropriate sieve nos.
- Keep the floor and walls of pharmacy clean.
- Clean the surrounding area of machines or units after completion of the work.
- Avoid touching the other drugs while handling a particular drug.
- Respect each and every staff member.
- Complete the work before leaving the pharmacy.
- Remove pharmacy foot wear, dresses, mask and head caps before leaving pharmacy.