



**SOP/PRE- REQUISITES FOR QUOTA ALLOCATION OF**  
**CONTROLLED SUBSTANCES FOR GOVERNMENT**  
**HOSPITAL(S) / INSTITUTION(S)**



- i. Application on the letter head of the firm stating the details of the tenders along with quantity of controlled substance (s) to supply the required quantity of drug(s).
- ii. Processing fee i.e. Rs.20000/ as per S.R.O 765(I)/2018 dated 19<sup>th</sup> June 2018.
- iii. The Controlled Drugs, Division, DRAP shall write to the concerned Hospital/Institution(s) to verify the authenticity/genuineness of the submitted tender documents/purchase orders.
- iv. Consumption record as per SOP of previously allocated quantity for the tender purpose, if any along with consumption certificate, if required.
- v. Under-taking on stamp paper by the CEO/MD of the applicant firm stating that quantity of controlled substances allocated shall only be used for supply of the drug containing the said controlled substance against the said tender and not for any other purpose.
- vi. Certificate of receipt of stock from the concerned Hospital/Institution issued by MS/CEO/MD/ED of the Hospital/Institutions(s) along with attested delivery challan shall be submitted to Controlled Drug, Division, DRAP by the applicant firm within 15 days of the supply.
- vii. Physical verification/Audit may be done, if deemed appropriate by the Division of Controlled Drugs/CAQCS.
- viii. The allocated quantity for the said purpose will not merge in the routine quota of the firm and quota allocated shall only be used against the applied tender and not for any other purpose, violation of any condition will result in blacklisting of the firm.

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